

Electronic Disclosure System (EDS) for Registered Third Parties

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

VERSION 4: SEPTEMBER 2024

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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for registered third parties (or third parties intending to register) for a state government election who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2013 (the Regulation).

Users who are only donating to political parties or candidates or who do not intend on spending more than \$6,000 in electoral expenditure for an election should refer to the [EDS User Guide - Donors & Unregistered Third Parties](http://ecq.qld.gov.au/factsheets) (found at ecq.qld.gov.au/factsheets) for more relevant information.

1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Registered third parties are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at www.legislation.qld.gov.au.

1.3 Contacting the ECQ

Please contact the ECQ's Funding and Disclosure Unit for general enquiries and assistance. Our details are set out below:

Postal address:	GPO Box 1393 BRISBANE QLD 4001
Office location:	Level 20, 1 Eagle Street, Brisbane, Queensland
Telephone:	1300 881 665
Email:	fad@ecq.qld.gov.au
Website:	www.ecq.qld.gov.au

2. Glossary

Please see below for key terms used throughout this user guide and their definitions.

Capped Expenditure Period

For a state general election, the capped expenditure period generally starts on the next business day after the last Saturday in March that is prior to the election day for the general election; and ends at 6pm on election day for the election.

For the 2024 Queensland state general election, the capped expenditure period began on 2 April 2024 and ends at 6pm on 26 October 2024.


For a by-election, the capped expenditure period begins the day the writ for the election is issued and ends at 6pm on election day.

Refer to state [Fact sheet 24 – Expenditure caps for third parties](https://ecq.qld.gov.au/factsheets) (found at ecq.qld.gov.au/factsheets) for more information on how electoral expenditure caps apply to third parties.

Electoral Expenditure

Electoral expenditure includes any of the following costs relating to a campaign purpose:

- costs of designing, producing, printing, broadcasting or publishing any kind of material for an election including (but not limited to):
 - advertisements broadcast at a cinema, on radio or television or on the internet
 - direct marketing through the post office or email
 - flyers, billboards, brochures, signs or how-to-vote cards
- distribution costs for election material such as the cost of postage, couriers or sending SMS messages
- costs of opinion polling or research
- fees for contracted services related to an activity mentioned above (e.g., payments for experts or consultants, the provision of data, etc).



Please refer to state government [Fact sheet 7 – Definition of electoral expenditure](#) (found at ecq.qld.gov.au/factsheets) for more details.

Expenditure for a Political Purpose

Expenditure incurred for a political purpose includes:

- electoral expenditure
- a gift made to or for the benefit of a political party or candidate in a state election
- a gift made to or for the benefit of another person to enable that person to use all or part of the gift for a purpose mentioned above.

Gift

A gift is defined as the disposition of property, or provision of a service, by a person to another person for no payment or inadequate payment.

Gifts include:

- electoral expenditure gifted to a participant in an election
- uncharged interest or an amount forgiven on a loan
- the part of a fundraising contribution that exceeds \$200
- an amount given to a third party or another donor to enable them to make a gift in support of a candidate or a registered political party.

Gifts do not include:

- property provided under a will
- fundraising contributions of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200
- an amount transferred to an individual from funds held jointly by that individual and their spouse
- volunteer labour or incidental use of a volunteer's vehicle or equipment.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) for more information about gifts.



Gifted Electoral Expenditure

You are taken to have incurred **gifted electoral expenditure** if:

- a person *other than* a candidate, registered political party or registered third party incurred electoral expenditure and:
 - the expenditure benefited you; and
 - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
 - you did not receive an invoice or pay for the expenditure within 7 days of any of the above; or
- a candidate, registered political party or registered third party incurred electoral expenditure and:
 - the expenditure benefited you; and
 - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
 - you received an invoice for payment of the expenditure.

Refer to state [Fact sheet 34 – Gifted electoral expenditure](https://ecq.qld.gov.au/factsheets) (found at ecq.qld.gov.au/factsheets) for more information about gifted electoral expenditure.


Loan

A loan is when a person or entity lends money to a candidate by:

- advancing money
- providing credit or another form of financial accommodation
- paying on behalf of the candidate with an obligation for them to repay the amount
- making another transaction that is in effect a loan of money.

Note:

- Money received from financial institutions or by use of a credit card are not considered a loan.
- A loan is considered a gift when it is made for no consideration or inadequate consideration.



Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) for more information about loans.

Political donation

A political donation is any gift or non-commercial loan given to a registered political party or candidate that is accompanied by a donor statement.

A donor statement is a written document which must:

- be completed by the donor of the gift or loan
- name the election participant given the gift or loan
- state the gift or loan is intended to be used for an electoral purpose
- detail the relevant particulars of the donor of the gift or loan
- be given to the recipient with the gift or loan within 14 days after the gift or loan is made.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) and [Fact sheet 6 – Political donation caps](#) (both found at ecq.qld.gov.au/factsheets) for more details.

Third Party

A third party is an individual or an entity who participates in Queensland state general elections and by-elections, other than a registered political party, an associated entity or a candidate. Donors are considered third parties.

A third party must register with the ECQ if they spend, or someone they authorise spends, cumulatively more than \$6,000 in electoral expenditure during the capped expenditure period for an election.

Refer to state [Fact sheet 19 – Funding and disclosure overview for third parties](#) for more information about third parties.

Further information about key terms and definitions can be found in the [Electoral Act 1992](#) and [Electoral Regulation 2013](#).

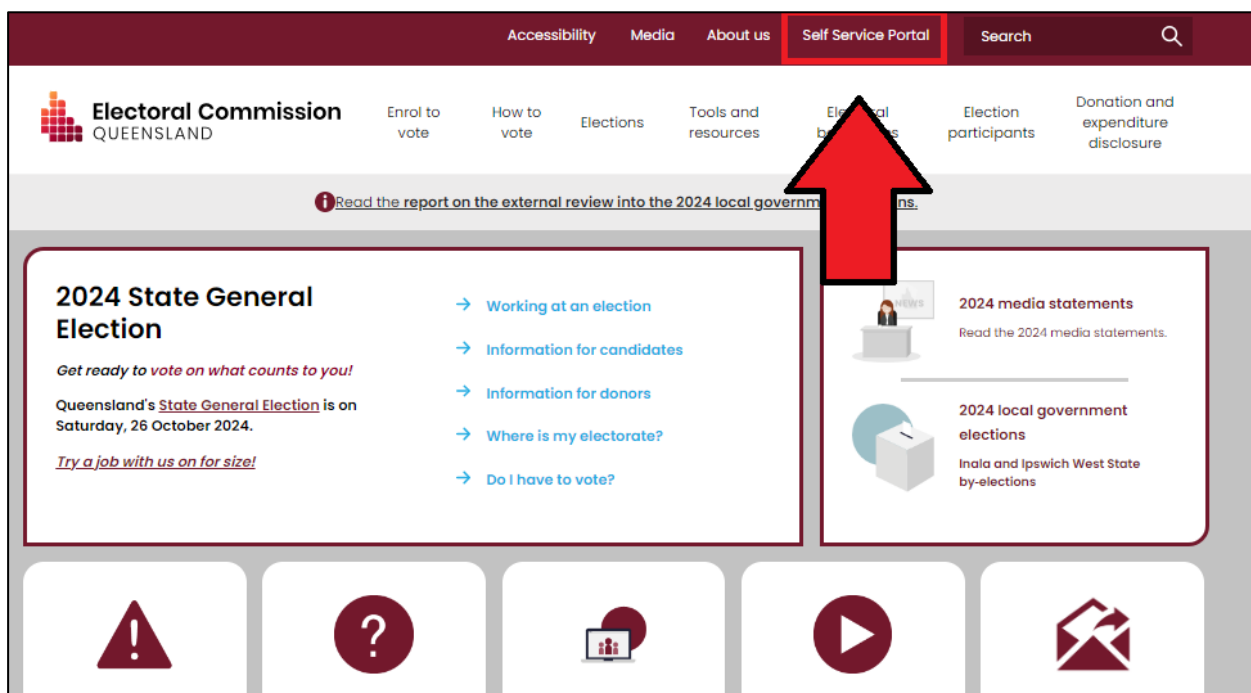
3. Accessing the Self Service Portal

A person who needs to register a third party, provide state campaign account details or lodge returns in the Electronic Disclosure System (EDS) will first need to access and set up a profile in the ECQ's Self Service Portal (SSP).

Please use the following instructions to create an account.

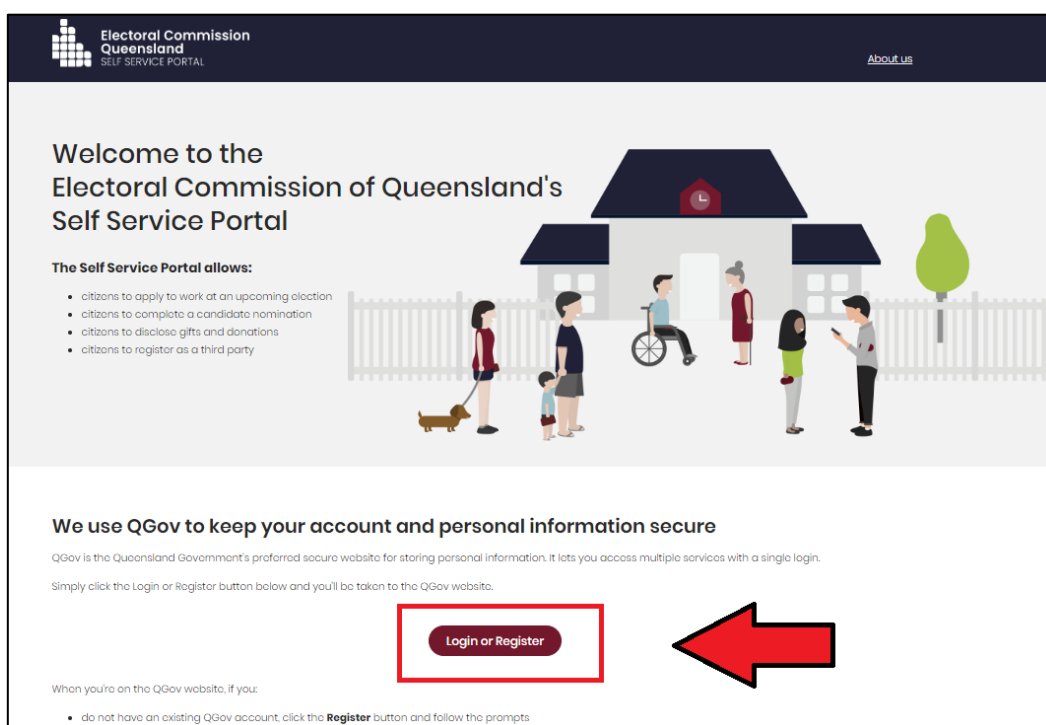
Note: If you already have an SSP account, you can skip to [section 4 of this user guide](#).

1. Visit the ECQ's website at www.ecq.qld.gov.au and select the **Self Service Portal** button at the top of the page.



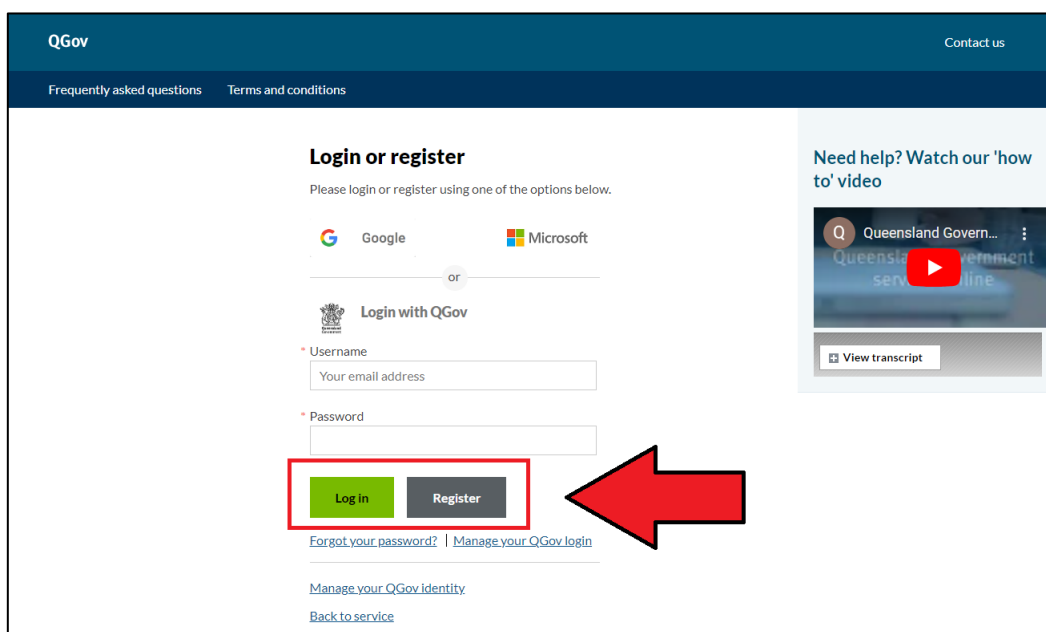
- Alternatively, you can access the SSP directly at selfserv.elections.qld.gov.au.

2. Click the **Login or Register** button at the bottom of the screen.

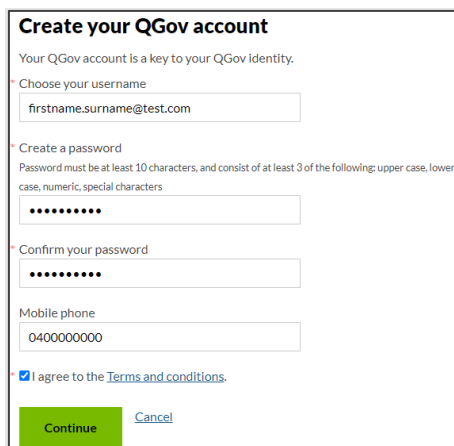


3. If you already have a QGov account, you can **Log in** and skip to [step 7](#).

Otherwise, select **Register**.



4. Enter your email as your username, create a password and agree to the terms and conditions before choosing **Continue**.



Create your QGov account

Your QGov account is a key to your QGov identity.

* Choose your username
firstname.surname@test.com

* Create a password
Password must be at least 10 characters, and consist of at least 3 of the following: upper case, lower case, numeric, special characters
••••••••

* Confirm your password
••••••••

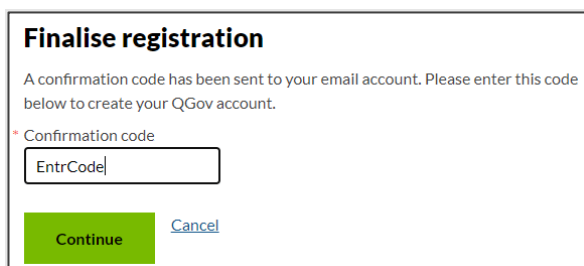
Mobile phone
0400000000

☒ I agree to the [Terms and conditions](#).

Continue [Cancel](#)

- If you are registering as the agent of a third party, please ensure to use the same email address that was stated in your agent appointment form.

5. Retrieve your **confirmation code** from your email and enter it here.



Finalise registration

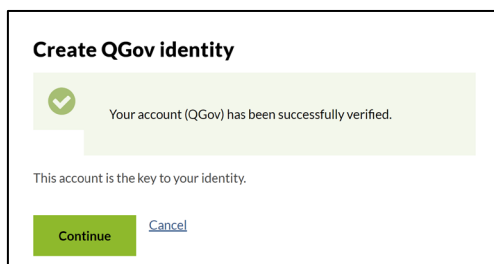
A confirmation code has been sent to your email account. Please enter this code below to create your QGov account.

* Confirmation code
EntrCode|

Continue [Cancel](#)

- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

6. After verifying your account, click **Continue** to be redirected to SSP.



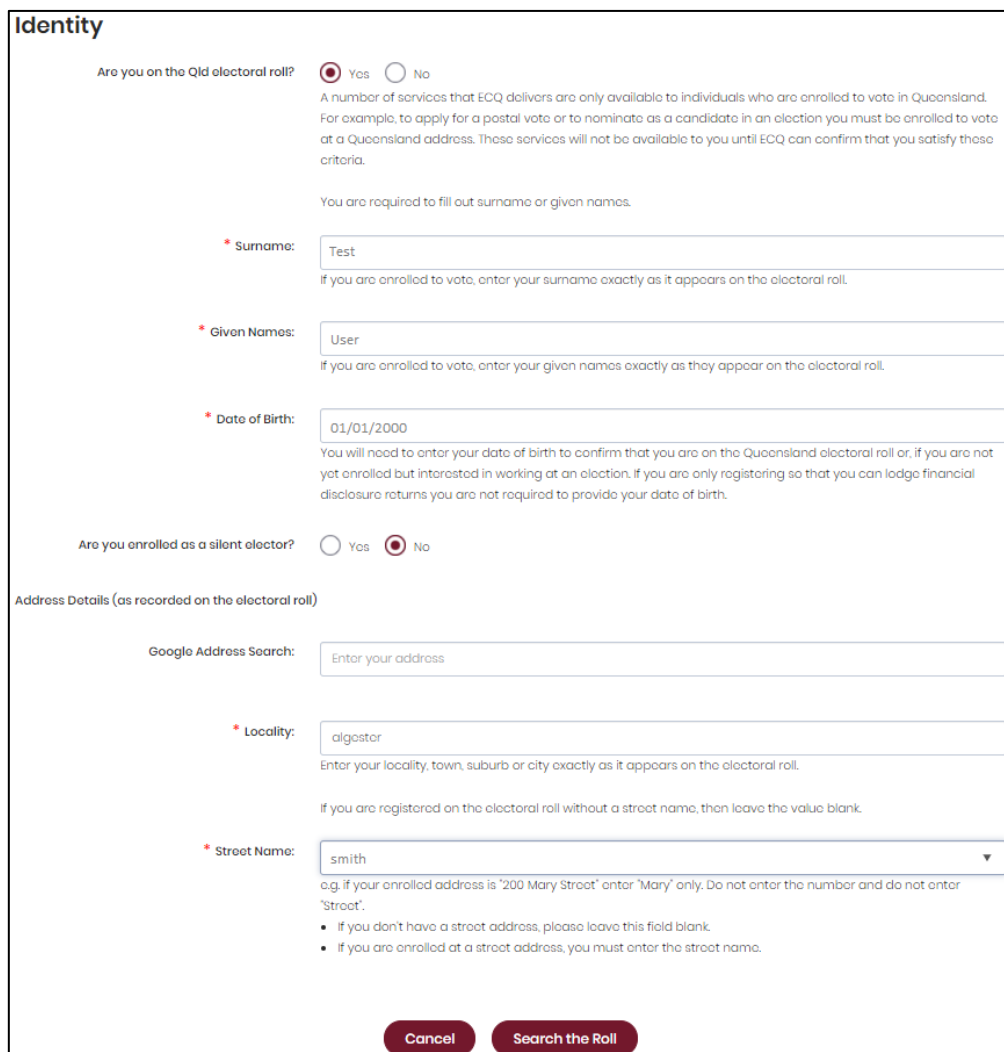
Create QGov identity

✓ Your account (QGov) has been successfully verified.

This account is the key to your identity.

Continue [Cancel](#)

7. The first page to appear in SSP will be the **Identity** page. Enter your information into all mandatory fields then select **Search the Roll**.



The screenshot shows the 'Identity' page of the SSP system. It contains several sections for user information:

- Are you on the Qld electoral roll?** with radio buttons for 'Yes' (selected) and 'No'. Below this is explanatory text about services available to enrolled voters and a note that surnames or given names are required.
- * Surname:** A text field containing 'Test'.
- * Given Names:** A text field containing 'User'.
- * Date of Birth:** A text field containing '01/01/2000'.
- Are you enrolled as a silent elector?** with radio buttons for 'Yes' and 'No' (selected).
- Address Details (as recorded on the electoral roll):**
 - Google Address Search:** A text field with the placeholder 'Enter your address'.
 - * Locality:** A text field containing 'algester'.
 - * Street Name:** A dropdown menu showing 'smith'.

At the bottom of the form are two buttons: 'Cancel' and 'Search the Roll'.

Did you get an error message? Here are some possibilities to check:

- Do not enter the street suffix in the Street Name field (no St, Ave, Ln, etc).
- If you receive the error message '*No entry was found on the Queensland electoral roll matching these details,*' please double check that everything has been entered correctly.
- If you continue to receive that error, visit the Australian Electoral Commission's (AEC's) website at check.aec.gov.au to ensure your enrolment details are up to date. You can create your SSP profile using old details, and once the AEC has updated their roll, the ECQ will be automatically notified.

- If you are not on the Queensland electoral roll (maybe you are under 18 or enrolled in another state), please select **No** for the question *Are you on the Qld electoral roll*.

8. Enter your contact details and choose **Next**.

If your address has been verified against the electoral roll, your address will be prefilled and so not able to be edited. If you need to change these details, please visit the AEC at aec.gov.au.

The screenshot shows the 'Register' page of the Electoral Commission Queensland Self Service Portal. The page has a dark blue header with the logo and navigation links. Below the header, a breadcrumb trail shows 'Home > Register'. The main content area is titled 'Contact Details' and contains several form fields:

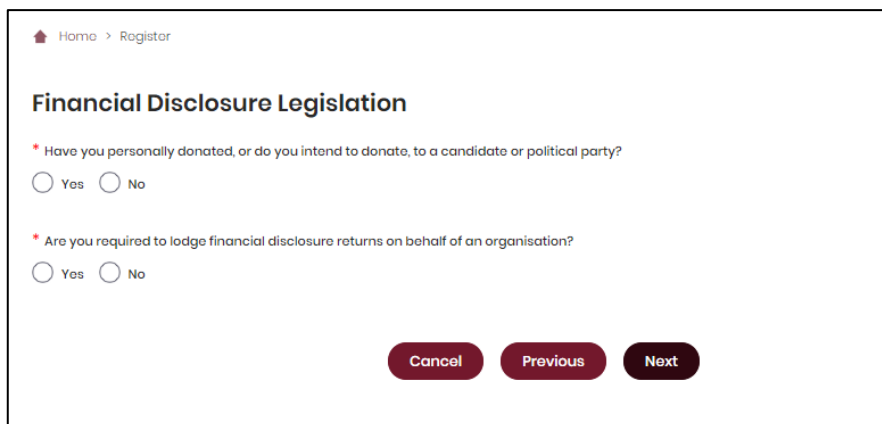
- QNumber:** A text field containing 'Q123456789'.
- Personal Email Address:** A text field containing 'test@email.com'. Below it, a note states: 'ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QGov, using the option to manage your QGov login.'
- Primary Phone Preference:** A dropdown menu with a downward arrow. Below it, a note states: 'In the unlikely event that ECQ may need to contact you by phone, please indicate whether you would prefer to be contacted on a mobile or home phone number.'
- Home Phone Number:** An empty text field.
- Mobile Phone Number:** An empty text field.

Below the 'Contact Details' section, there are two more sections:

- Enrolled Address:** A text field containing '123 FAKE ST, BRISBANE QLD 4000'.
- Postal Address:** A text field containing 'Same as enrolled address'.

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.

9. On the Financial Disclosure Legislation page, complete the 2 questions relating to the types of returns that you may need to lodge in the EDS. Then click **Next**.



Home > Register

Financial Disclosure Legislation

* Have you personally donated, or do you intend to donate, to a candidate or political party?

☐ Yes ☐ No

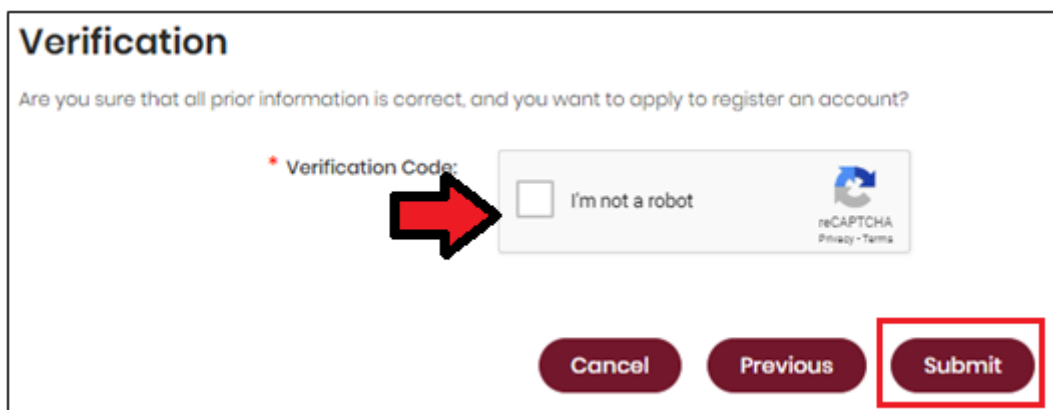
* Are you required to lodge financial disclosure returns on behalf of an organisation?

☐ Yes ☐ No

Cancel Previous Next

- If you will be lodging returns as an **individual** donor or third party, answer **Yes** to the first question. You will then be prompted to enter your occupation and industry.
- If you are required to lodge returns on behalf of an **organisation** that is a donor, third party, publisher, broadcaster or associated entity, answer **Yes** to the second question.

10. If asked for verification, tick the box stating 'I'm not a robot.' Then click **Submit**. If you are a robot, please close the browser.



Verification

Are you sure that all prior information is correct, and you want to apply to register an account?

* Verification Code:

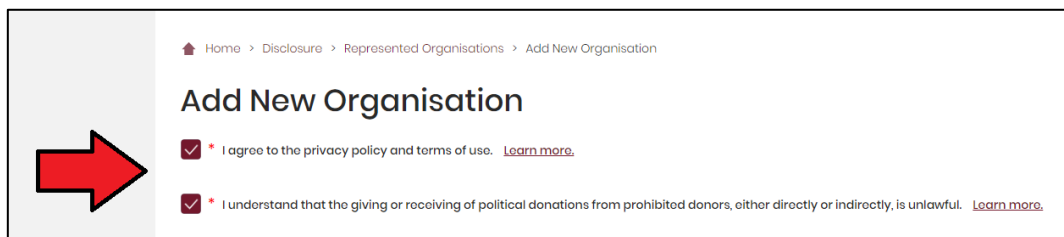
☐ I'm not a robot

reCAPTCHA
Privacy • Terms

Cancel Previous Submit

11. If you are lodging returns as an **individual** donor / third party, skip to [step 16](#).

If you are lodging returns on behalf of an **organisation**, you will be asked to supply the details of the organisation that you represent. Agree to the privacy policy and terms of use and select the tick box indicating your understanding of the [Prohibited Donors Scheme](#).



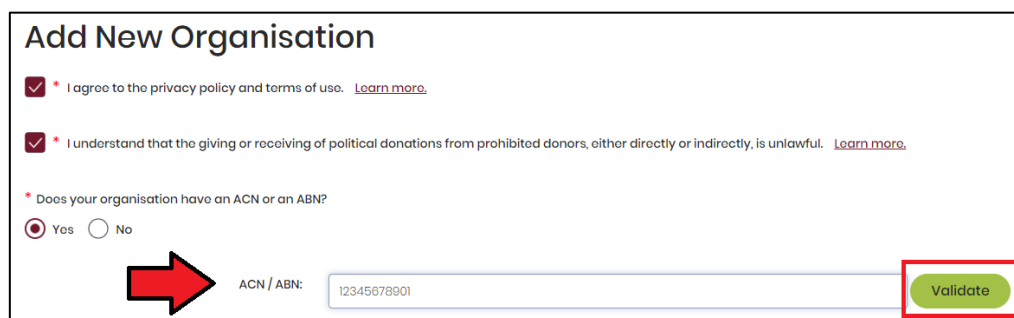
Home > Disclosure > Represented Organisations > Add New Organisation

Add New Organisation

☒ * I agree to the privacy policy and terms of use. [Learn more.](#)

☒ * I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

12. If your organisation has an ACN or ABN, please choose **Yes** and validate the relevant number.



Add New Organisation

☒ * I agree to the privacy policy and terms of use. [Learn more.](#)

☒ * I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

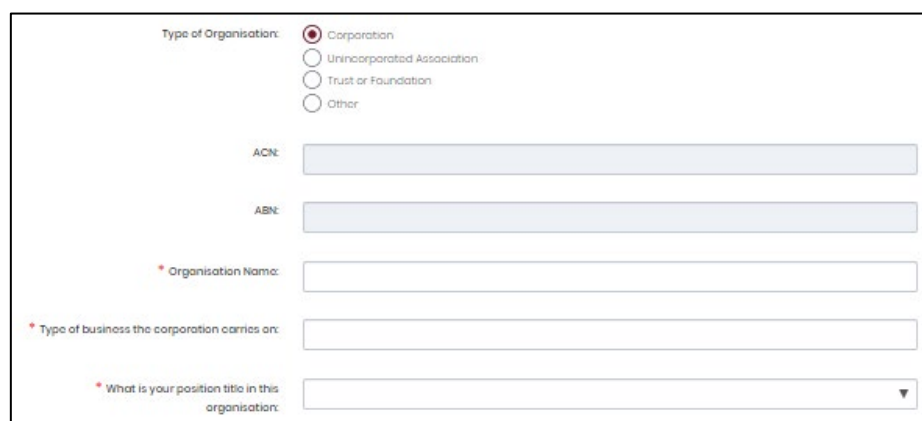
* Does your organisation have an ACN or an ABN?

☒ Yes ☐ No

ACN / ABN:

[Validate](#)

13. Choose the type of organisation you are representing and complete the required fields.



Type of Organisation:

☒ Corporation

☐ Unincorporated Association

☐ Trust or Foundation

☐ Other

ACN:

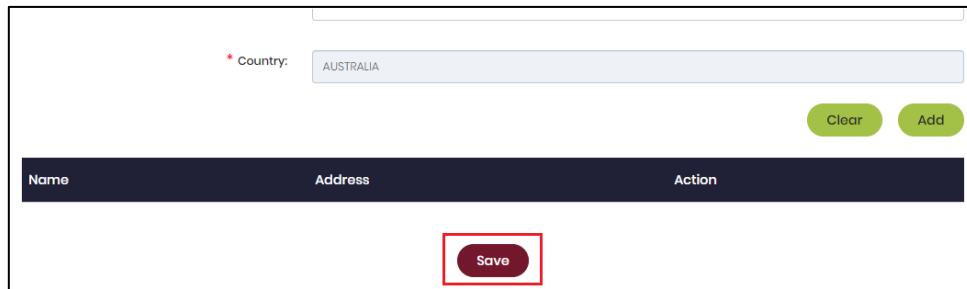
ABN:

* Organisation Name:

* Type of business the corporation carries on:

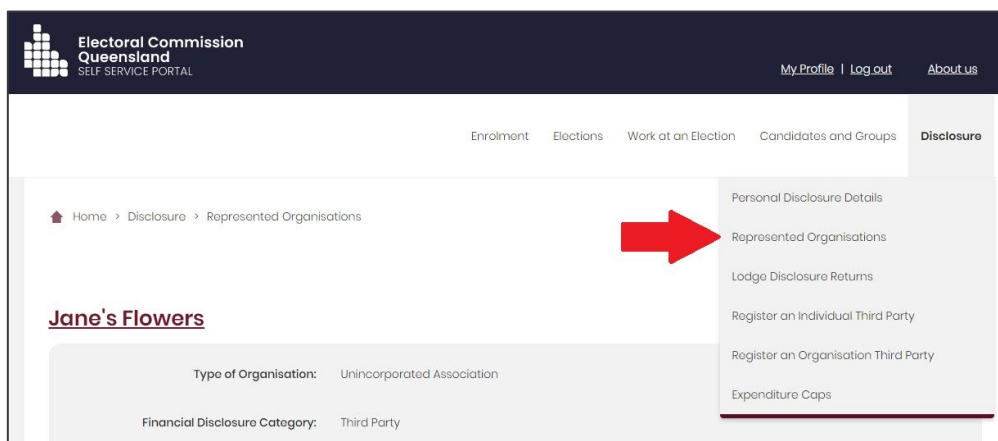
* What is your position title in this organisation:

14. After completing all required fields, choose **Save** to add the organisation to your SSP profile.



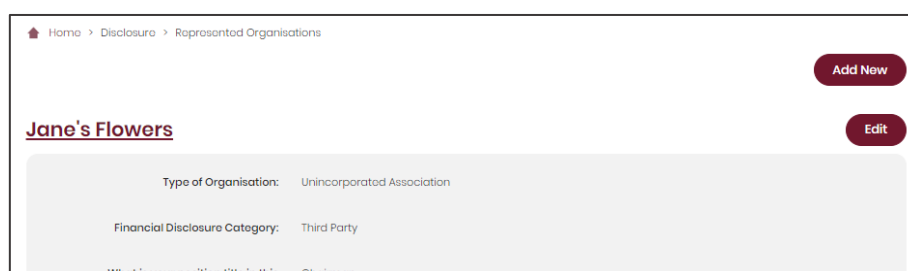
A screenshot of a web form for adding a new organisation. At the top, there is a 'Country' dropdown menu with 'AUSTRALIA' selected. Below this are 'Clear' and 'Add' buttons. A table with columns 'Name', 'Address', and 'Action' is shown. At the bottom of the table, a 'Save' button is highlighted with a red rectangle.

15. You can view and edit the organisations you represent in SSP at any time by opening the **Disclosure** dropdown menu at the top right of the screen then choosing **Represented Organisations**.



A screenshot of the 'Represented Organisations' page. The page header shows the 'Electoral Commission Queensland SELF SERVICE PORTAL' logo and navigation links: 'My Profile', 'Log out', and 'About us'. The main navigation bar includes 'Enrolment', 'Elections', 'Work at an Election', 'Candidates and Groups', and 'Disclosure'. The 'Disclosure' menu is open, showing options: 'Personal Disclosure Details', 'Represented Organisations', 'Lodge Disclosure Returns', 'Register an Individual Third Party', 'Register an Organisation Third Party', and 'Expenditure Caps'. A red arrow points to the 'Represented Organisations' option. The page content shows a breadcrumb trail: 'Home > Disclosure > Represented Organisations'. Below this, the organisation name 'Jane's Flowers' is displayed. The form fields show 'Type of Organisation: Unincorporated Association' and 'Financial Disclosure Category: Third Party'.

- New organisations can be added by choosing the **Add New** button at the top right.
- To edit an existing organisation's details, choose the **Edit** button opposite the organisation's name or select the organisation's name then choose **Edit** at the bottom of the screen.



A screenshot of the 'Represented Organisations' page. The page header shows the 'Electoral Commission Queensland SELF SERVICE PORTAL' logo and navigation links: 'My Profile', 'Log out', and 'About us'. The main navigation bar includes 'Enrolment', 'Elections', 'Work at an Election', 'Candidates and Groups', and 'Disclosure'. The 'Disclosure' menu is open, showing options: 'Personal Disclosure Details', 'Represented Organisations', 'Lodge Disclosure Returns', 'Register an Individual Third Party', 'Register an Organisation Third Party', and 'Expenditure Caps'. A red arrow points to the 'Represented Organisations' option. The page content shows a breadcrumb trail: 'Home > Disclosure > Represented Organisations'. Below this, the organisation name 'Jane's Flowers' is displayed. The form fields show 'Type of Organisation: Unincorporated Association' and 'Financial Disclosure Category: Third Party'. At the bottom, there is a field for 'What is your position title in this' with the value 'Chairman'. The 'Add New' and 'Edit' buttons are visible at the top right of the form.

16. You are now ready to register as a third party for an election (see [section 4](#)) and lodge returns in EDS (see [section 8](#)).



4. Registering a third party

After setting up a user profile in the Self Service Portal, third parties who spend or intend to spend more than \$6,000 in electoral expenditure (cumulatively) during the capped expenditure period for an election must apply to register as a third party for the election. The application must be made before election day.

To register as a third party who is an **individual**, please refer to [section 4.1](#).

To register a third party that is an **organisation**, please refer to [section 4.2](#).

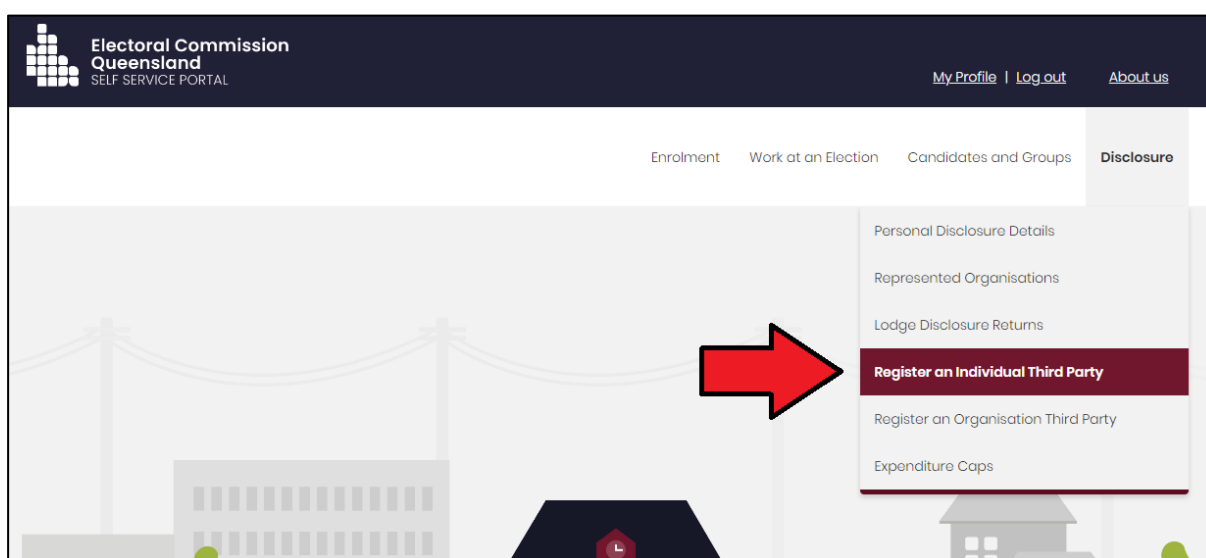
Note:

- Donations of money to political parties or candidates are not considered electoral expenditure.
- Refer to the [Glossary](#) for key terms and definitions.

4.1 Registering an individual as a third party

To apply to register yourself as a third party individual for an election, please use the following instructions.

1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), open the **Disclosure** dropdown menu at the top right of the screen. Then choose **Register an Individual Third Party**.

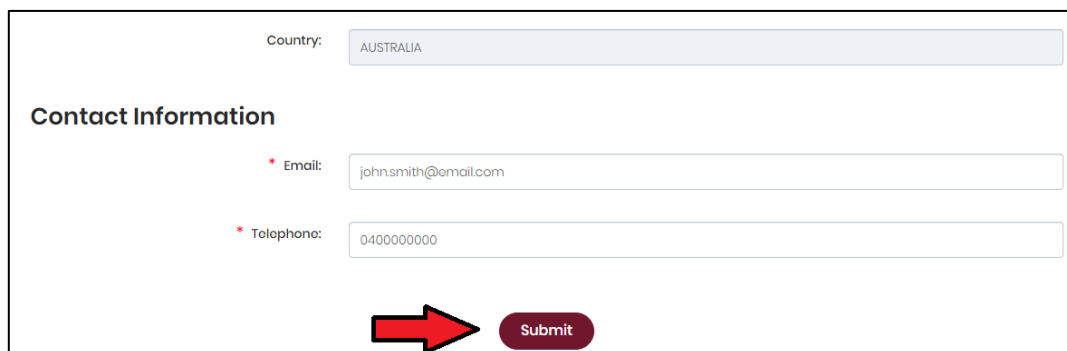


2. Choose the election event (e.g. 2024 State General Election) from the dropdown menu at the top of the page.

A screenshot of the Individual Third Party Registration form. The breadcrumb trail at the top reads: Home > Disclosure > Individual Third Party Registration. The form title is "Individual Third Party Registration". It contains several fields with red asterisks indicating required information:

- * Which electoral event are you registering for?: A dropdown menu with "2024 State General Election" selected and "2028 Local Government Elections" as an option.
- Election Day: A label for the selected event.
- * Surname of Third Party: A text input field containing "SMITH".
- * Given Name of Third Party: A text input field containing "JOHN".
- * Date of Birth: A date input field containing "01/01/2000".

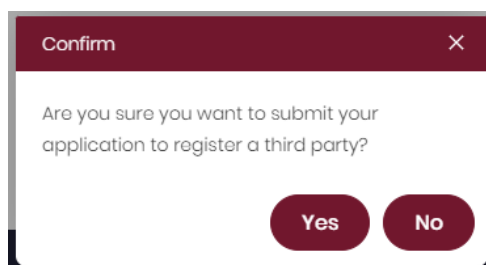
3. Complete all relevant details that are not already prefilled from the electoral roll. Then click **Submit** at the bottom of the page.



The screenshot shows a registration form with the following fields:

- Country: A dropdown menu with "AUSTRALIA" selected.
- Contact Information section:
 - * Email: A text field containing "john.smith@email.com".
 - * Telephone: A text field containing "0400000000".
- At the bottom right, there is a red arrow pointing to a dark red "Submit" button.

4. Select **Yes** to confirm your application to register as a third party.

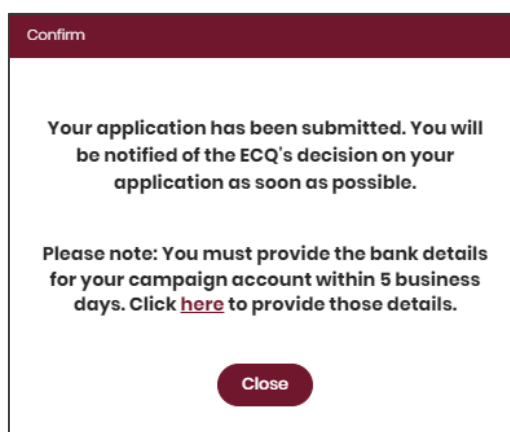


The screenshot shows a "Confirm" dialog box with a dark red header and a close button (X) in the top right corner. The text inside the dialog box reads:

Are you sure you want to submit your application to register a third party?

At the bottom right of the dialog box, there are two buttons: "Yes" and "No".

5. Your application to register for the election has now been submitted.



The screenshot shows a "Confirm" message box with a dark red header and a close button (X) in the top right corner. The text inside the message box reads:

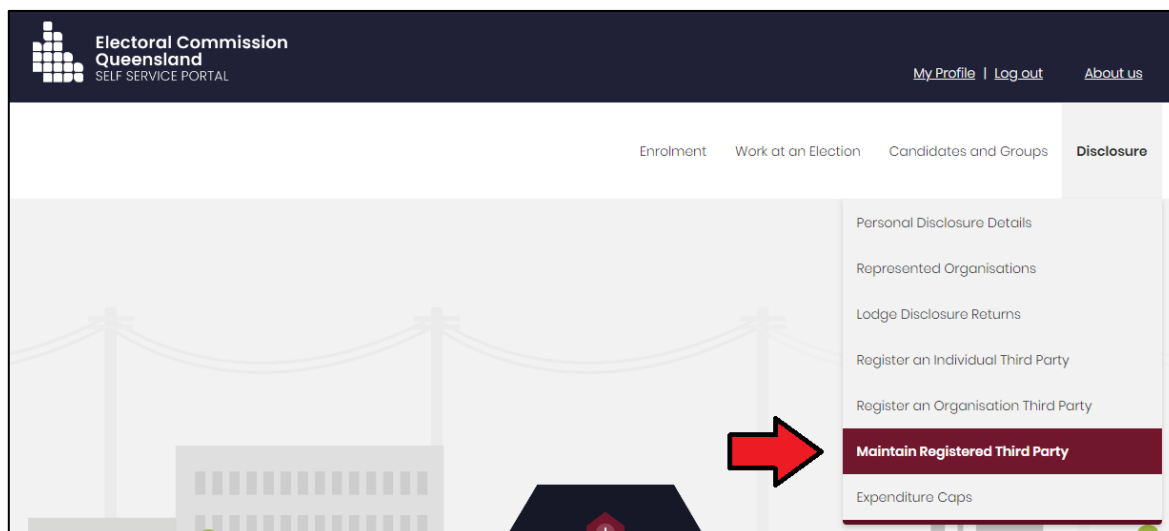
Your application has been submitted. You will be notified of the ECQ's decision on your application as soon as possible.

Please note: You must provide the bank details for your campaign account within 5 business days. Click [here](#) to provide those details.

At the bottom center of the message box, there is a dark red "Close" button.

- You will need to provide your bank details for your state campaign bank account within **5 business days** of submitting the application. To add your bank details, click the link in the confirmation pop-up box or refer to [section 5 – Adding state campaign account details](#).

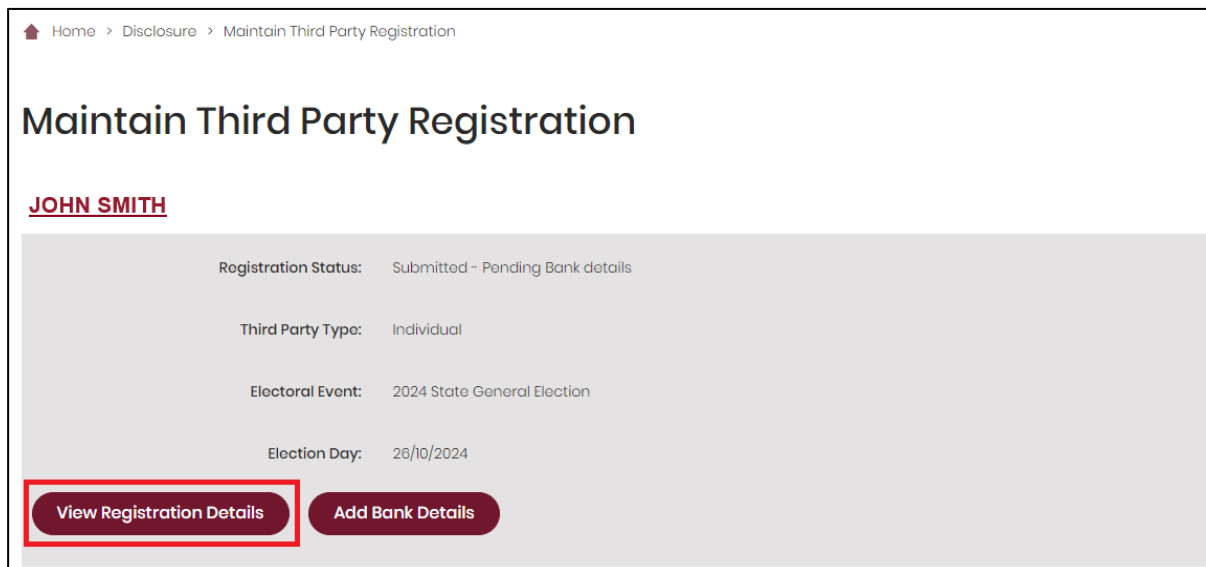
6. To view your registration status as a third party, open the **Disclosure** dropdown menu in SSP then select **Maintain Registered Third Party**.



7. The **Registration Status** will change depending on the status of your application to register as a third party.
- **Submitted** – your application has been submitted and is being processed.
 - **Approved** – your application has been approved.
 - **Pending Bank details** – your state campaign bank account details are yet to be provided.

A screenshot of the 'Maintain Third Party Registration' page for a user named John Smith. The breadcrumb trail shows 'Home > Disclosure > Maintain Third Party Registration'. The page title is 'Maintain Third Party Registration'. Below the name, the 'Registration Status' is 'Submitted - Pending Bank details', which is highlighted with a red box. Other details include 'Third Party Type: Individual', 'Electoral Event: 2024 State General Election', and 'Election Day: 26/10/2024'. At the bottom, there are two buttons: 'View Registration Details' and 'Add Bank Details'.

8. You can review the details of your application by selecting **View Registration Details**.



Home > Disclosure > Maintain Third Party Registration

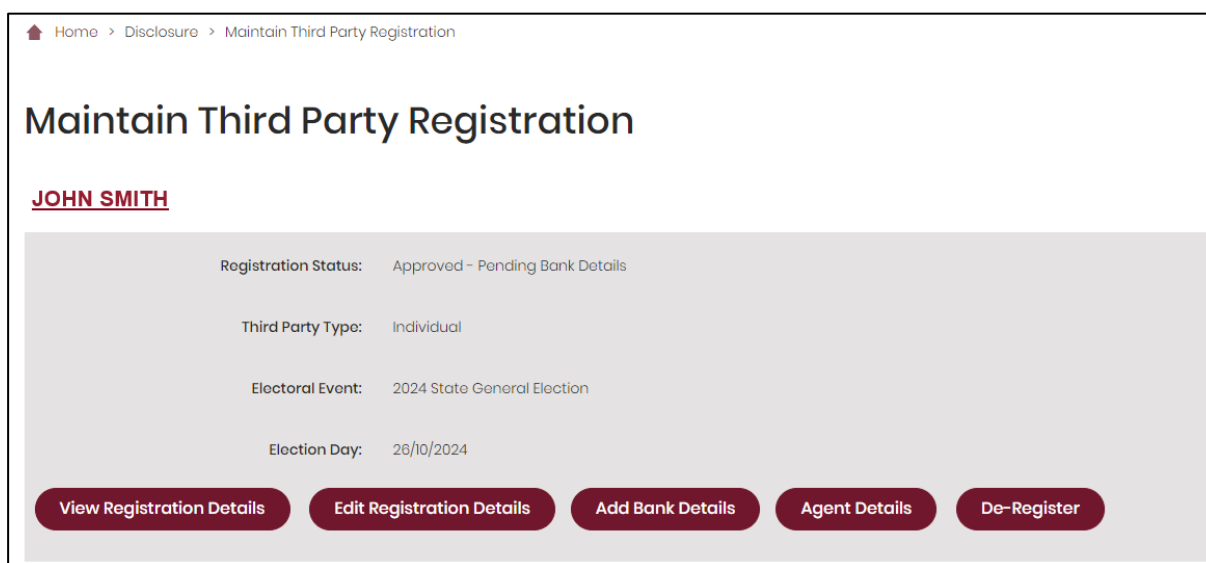
Maintain Third Party Registration

JOHN SMITH

Registration Status:	Submitted - Pending Bank details
Third Party Type:	Individual
Electoral Event:	2024 State General Election
Election Day:	26/10/2024

[View Registration Details](#) [Add Bank Details](#)

- You will not be able to edit your registration details until your application has been approved.
9. Once your application to register as a third party has been approved, your **Registration Status** will change to **Approved**. Options to edit your registration details, add an agent or apply to de-register will also become available to you.




Home > Disclosure > Maintain Third Party Registration

Maintain Third Party Registration

JOHN SMITH

Registration Status:	Approved - Pending Bank Details
Third Party Type:	Individual
Electoral Event:	2024 State General Election
Election Day:	26/10/2024

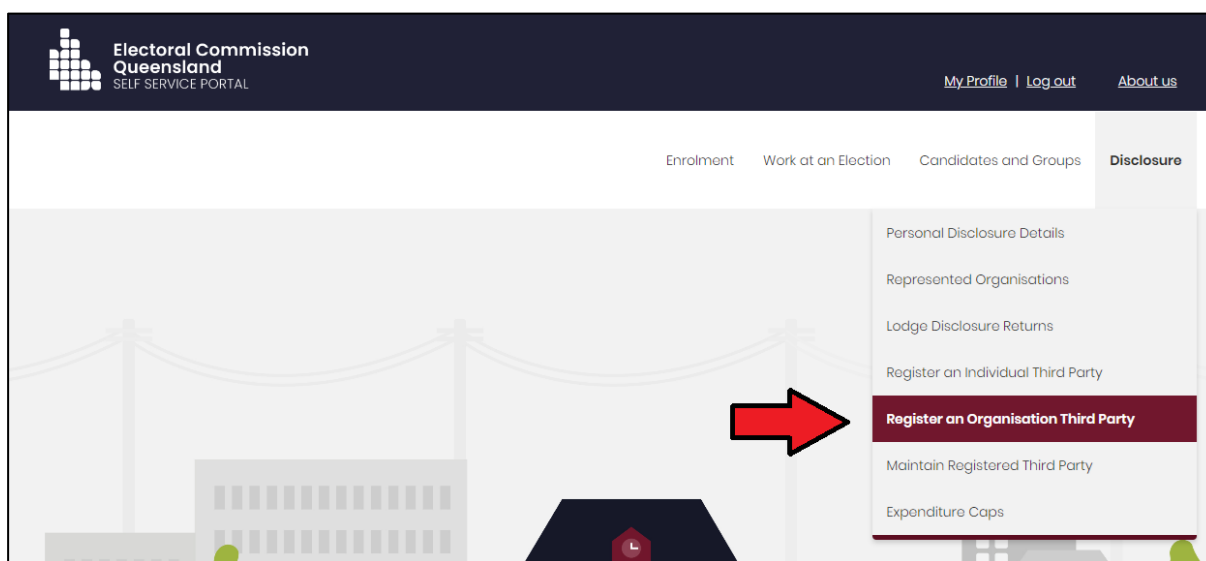
[View Registration Details](#) [Edit Registration Details](#) [Add Bank Details](#) [Agent Details](#) [De-Register](#)

- 
- You will receive an email once the ECQ has approved your application to register.
 - If there is a change to any of your registration details as a third party, you must notify the ECQ within 30 days. Refer to [section 6 – Updating registration details](#) for instructions.
 - You have the option to appoint an agent who, with you, will be responsible for meeting your obligations under the Act and the Regulation. Refer to [section 7 – Adding or changing an agent](#) for instructions. If you do not appoint an agent, you will be taken to be your own agent.
 - You may request for the ECQ to cancel your registration for an election. Refer to [section 14 – De-registering a third party](#).

4.2 Registering an organisation as a third party

To apply to register an organisation as a third party for an election, please use the following instructions.

1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), open the **Disclosure** dropdown menu at the top right of the screen. Then choose **Register an Organisation Third Party**.

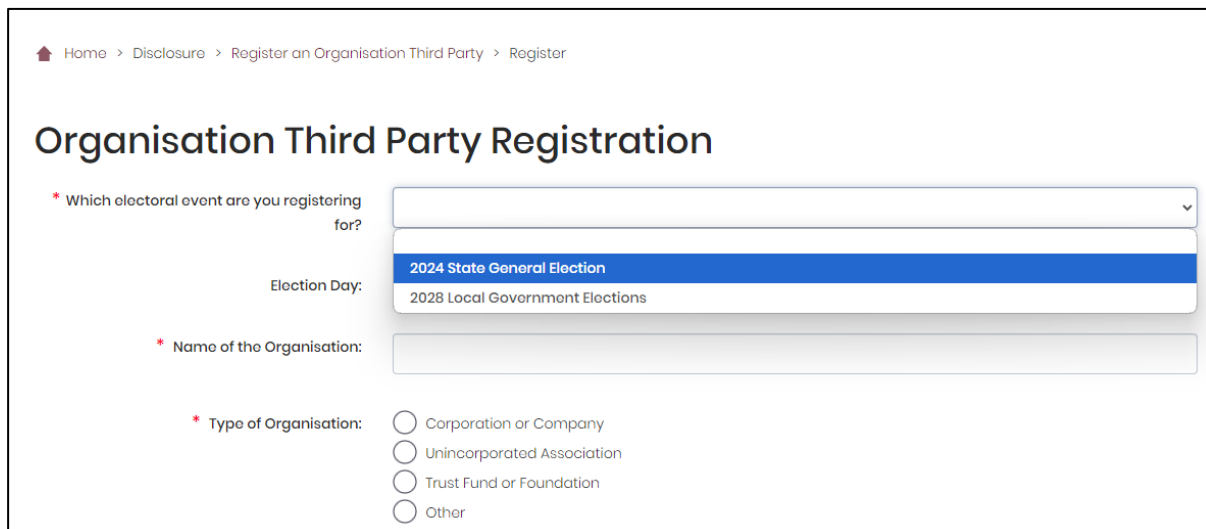


2. If you have already set up a profile for an organisation you represent in SSP, select **Register** next to the name of the organisation.

Otherwise, select **Register** next to *Add New Organisation*.

A screenshot of the 'Register an Organisation Third Party' page. The breadcrumb trail shows: Home > Disclosure > Register an Organisation Third Party. The page asks: 'Are you registering this organisation for the first time, or have you registered on behalf of this organisation previously?'. There are two rows of input fields. The first row has 'Add New Organisation' in the input field and a 'Register' button. The second row has 'Jane's Flowers' in the input field and a 'Register' button.

3. Choose the election event (e.g. 2024 State General Election) from the dropdown menu at the top of the page.



Home > Disclosure > Register an Organisation Third Party > Register

Organisation Third Party Registration

* Which electoral event are you registering for?

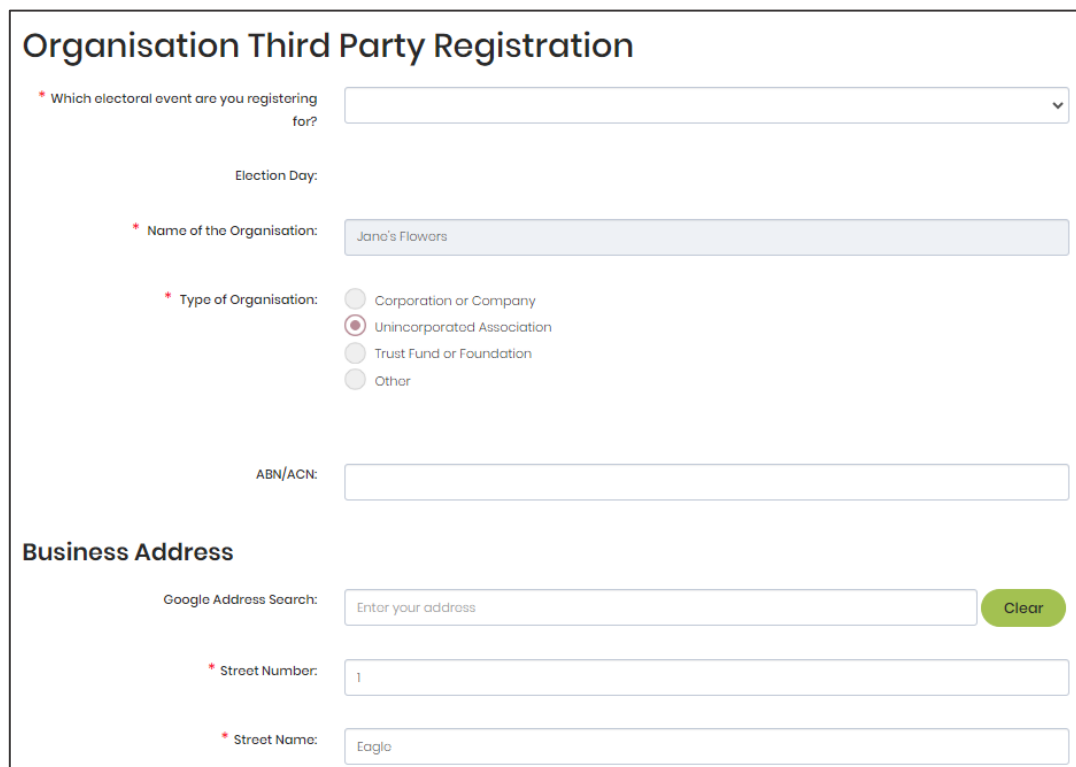
Election Day:

* Name of the Organisation:

* Type of Organisation:

- ☐ Corporation or Company
- ☐ Unincorporated Association
- ☐ Trust Fund or Foundation
- ☐ Other

4. Some information may be pre-filled depending on whether you have already set up a profile for the organisation in SSP. Complete all mandatory fields as required.



Organisation Third Party Registration

* Which electoral event are you registering for?

Election Day:

* Name of the Organisation: Jane's Flowers

* Type of Organisation:

- ☐ Corporation or Company
- ☒ Unincorporated Association
- ☐ Trust Fund or Foundation
- ☐ Other

ABN/ACN:

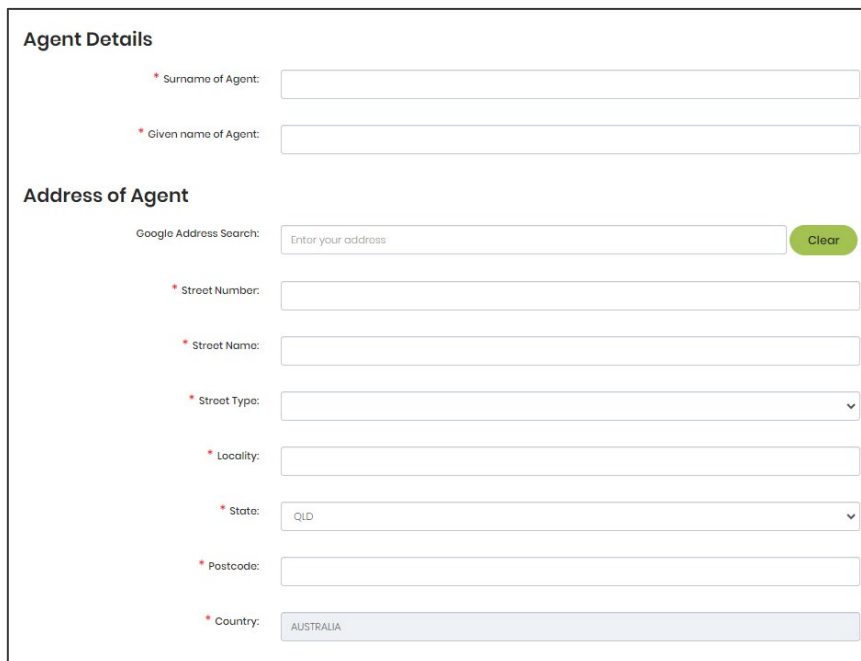
Business Address

Google Address Search: Enter your address Clear

* Street Number: 1

* Street Name: Eagle

5. You must provide the details of an agent for the third party. The agent is responsible for ensuring the third party meets their obligations for the election.



The form is titled "Agent Details" and "Address of Agent". It contains several input fields for agent information, including Surname, Given name, Street Number, Street Name, Street Type, Locality, State, Postcode, and Country. A Google Address Search field is also present. The Country field is pre-filled with "AUSTRALIA".

Agent Details

* Surname of Agent:

* Given name of Agent:

Address of Agent

Google Address Search:

* Street Number:

* Street Name:

* Street Type:

* Locality:

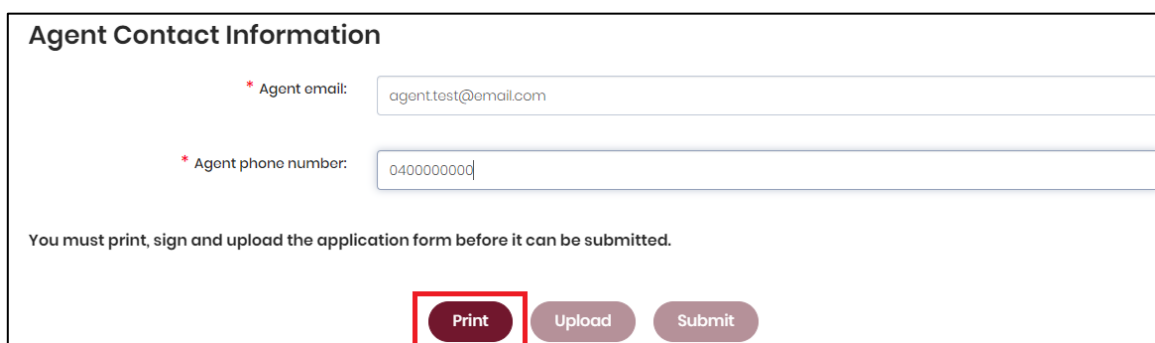
* State:

* Postcode:

* Country:

- Refer to state [Fact sheet 28 – Funding and disclosure overview for agents](#) (available at ecq.qld.gov.au/factsheets) for more information about agents.
- If you are naming yourself as the agent for the organisation, be sure to enter the same email address that you used to create your SSP account.

6. The contact person and the nominated agent for the organisation will need to sign the application form before it can be submitted. To do this, choose the **Print** button at the bottom of the registration page.



The form is titled "Agent Contact Information". It contains input fields for Agent email and Agent phone number. Below the fields is a message: "You must print, sign and upload the application form before it can be submitted." At the bottom are three buttons: "Print", "Upload", and "Submit". The "Print" button is highlighted with a red box.

Agent Contact Information

* Agent email:

* Agent phone number:

You must print, sign and upload the application form before it can be submitted.

- The **Upload** button will only be available after you have clicked **Print**.

7. After choosing **Print**, the application form will open in a new tab or window. The form is automatically filled out with the details you provided in the previous steps. Please check to ensure the details are correct.

Electoral Commission QUEENSLAND

Application to register a third party (organisation)
For an election

The *Electoral Act 1992* and the *Local Government Electoral Act 2011* require a third party to register for an election if the electoral expenditure incurred by, or with the authority of, the third party, exceeds (or is intended to exceed) \$6,000 during the capped expenditure period for an election.

A third party that intends to register must keep a dedicated bank account for that election, and use that account to pay for all electoral expenditure. This bank account **cannot** be used across state and local elections.

Complete this form to apply to register an organisation as a third party for an election. This form can also be completed online through the Self Service Portal, available at www.ecq.qld.gov.au.

The ECQ is required to publish the name of all registered third parties, and their agents, in the Register of Third Parties, which will be available on the ECQ's website. The name and address of a third party's agent will also be published in the ECQ's Register of Agents, which will also be published on the ECQ's website.

Lodgement timeframe
An application to register a third party for an election must be submitted **prior to polling day** for that election.

Enquiries and lodgements
Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:
Email: fad@ecq.qld.gov.au Post: GPO Box 1393
Telephone: 1300 881 665 BRISBANE QLD 4001

Part A: Election details
This form is for the registration of an organisation as a third party in the
(Name of the by-election, quadrennial or general election)

8. The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

Part D: Acceptance of agency appointment

I,

consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or Part 9 division 5 of the *Local Government Electoral Act 2011*.

Signature

Date
(dd/mm/yyyy)

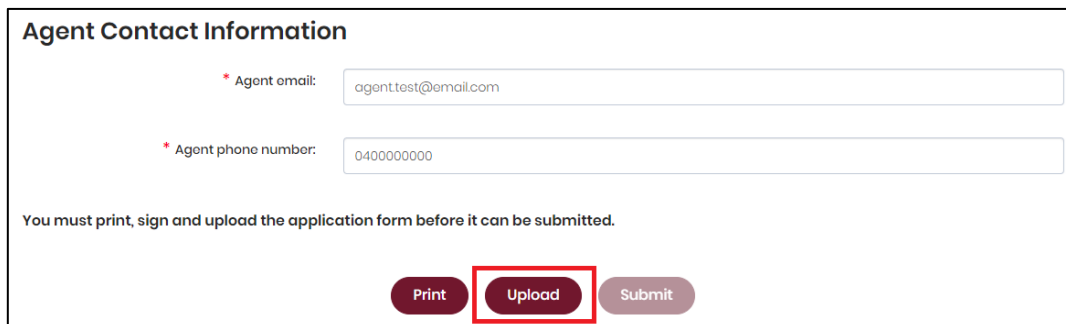
Part E: Third party declaration

Signature of contact person

Date

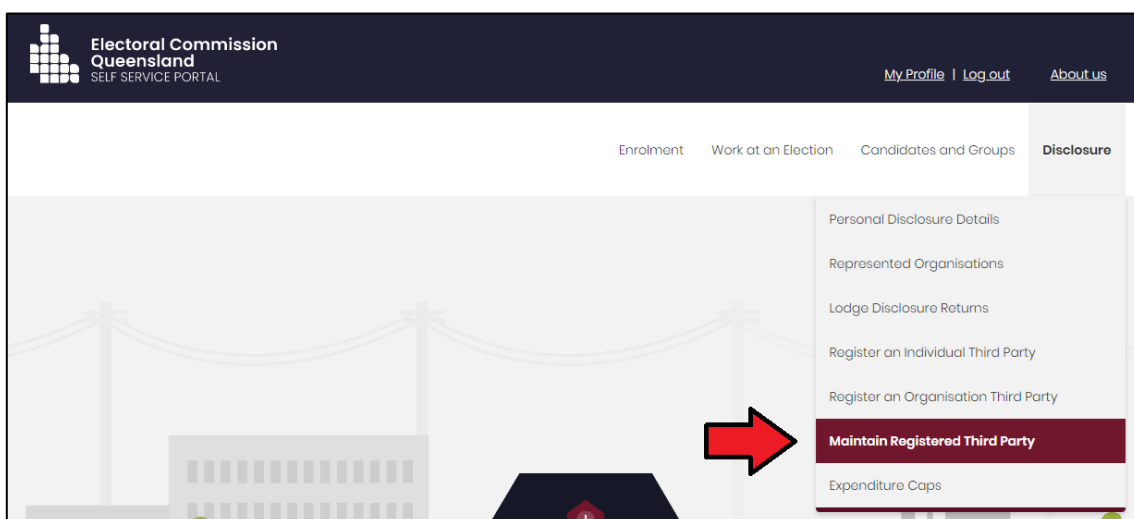
- The agent and contact person can be the same individual.

9. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

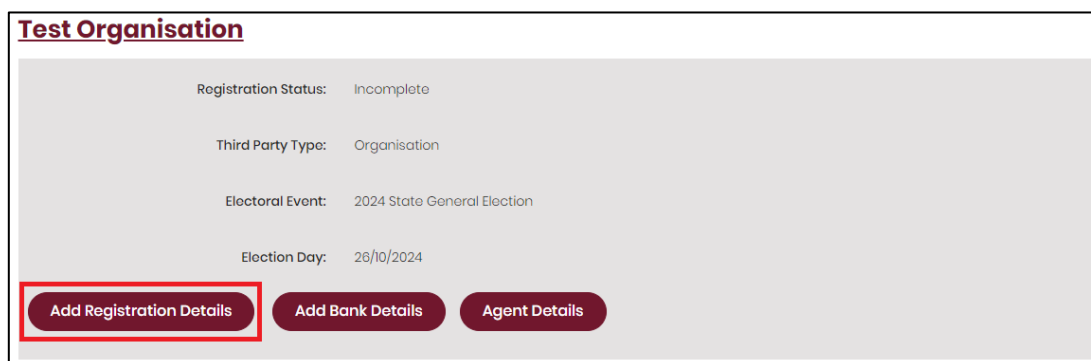


The form is titled "Agent Contact Information". It contains two input fields: "* Agent email:" with the value "agent.test@email.com" and "* Agent phone number:" with the value "0400000000". Below the fields is a message: "You must print, sign and upload the application form before it can be submitted." At the bottom are three buttons: "Print", "Upload" (highlighted with a red box), and "Submit".

- If you have had to close the previous tab or window, you can navigate back to your application by logging into SSP, opening the **Disclosure** dropdown menu and selecting **Maintain Registered Third Party**.

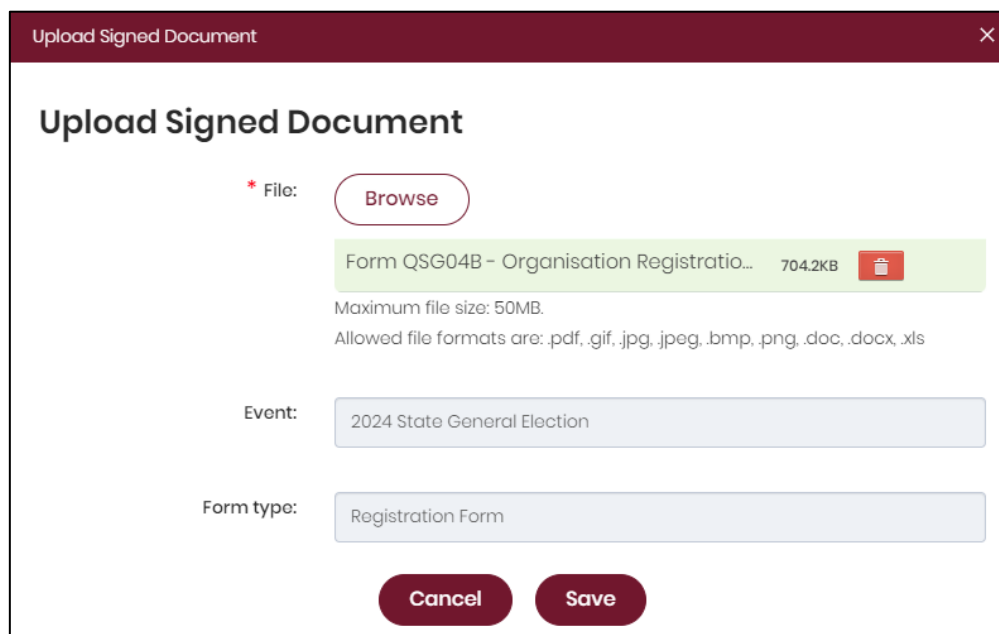


- Click **Add Registration Details** to continue working on your application.



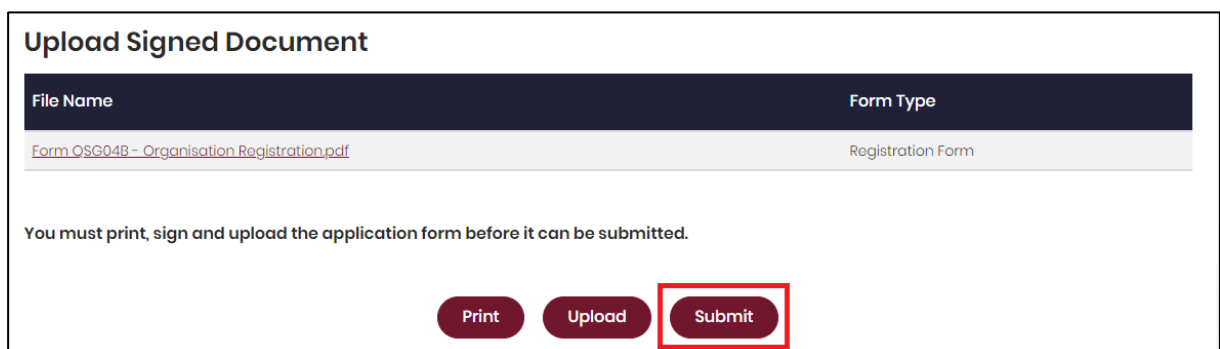
The form is titled "Test Organisation". It displays the following information: "Registration Status: Incomplete", "Third Party Type: Organisation", "Electoral Event: 2024 State General Election", and "Election Day: 26/10/2024". At the bottom are three buttons: "Add Registration Details" (highlighted with a red box), "Add Bank Details", and "Agent Details".

10. After clicking **Upload**, browse to the saved file on your device then click **Save**.



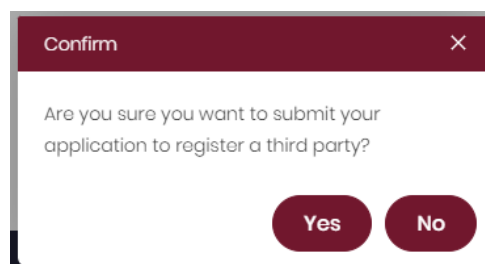
The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. The main heading is "Upload Signed Document". Below this, there is a label "* File:" followed by a "Browse" button. A file selection bar shows "Form QSG04B - Organisation Registratio..." with a size of "704.2KB" and a trash icon. Below the file bar, it states "Maximum file size: 50MB." and "Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two input fields: "Event:" with the value "2024 State General Election" and "Form type:" with the value "Registration Form". At the bottom, there are two buttons: "Cancel" and "Save".

11. With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to lodge your application to register a third party.



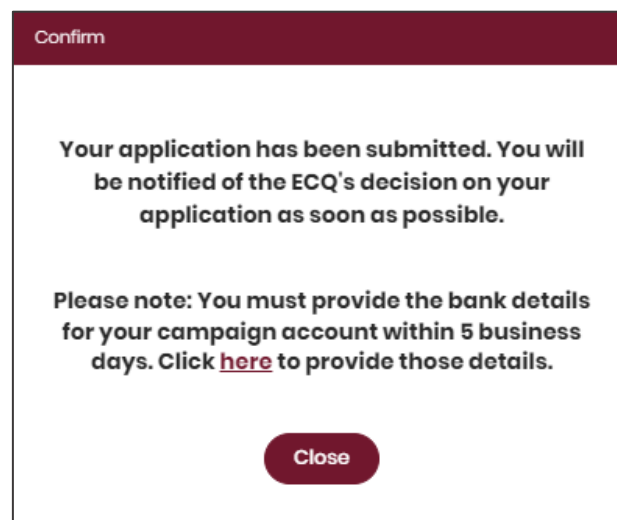
The screenshot shows a page titled "Upload Signed Document". It features a table with two columns: "File Name" and "Form Type". The table has one row with the file name "Form QSG04B - Organisation Registration.pdf" and the form type "Registration Form". Below the table, there is a message: "You must print, sign and upload the application form before it can be submitted." At the bottom, there are three buttons: "Print", "Upload", and "Submit". The "Submit" button is highlighted with a red rectangle.

12. Select **Yes** to confirm your application to register a third party.



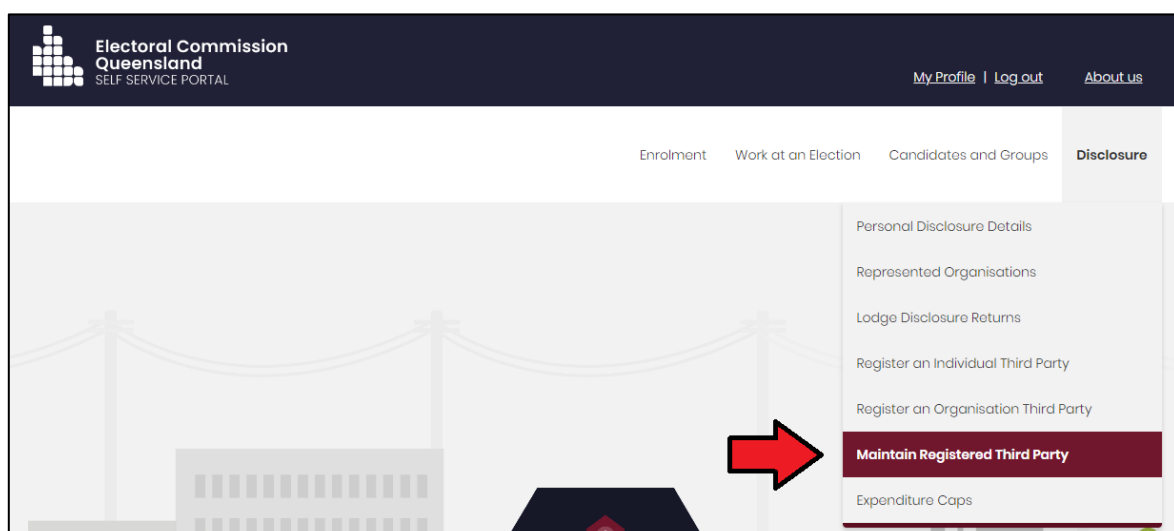
The screenshot shows a dialog box titled "Confirm" with a close button (X) in the top right corner. The main text asks: "Are you sure you want to submit your application to register a third party?". At the bottom, there are two buttons: "Yes" and "No".

13. Your application to register for the election has now been submitted.



- You will need to provide the bank details for your third party's state campaign bank account within **5 business days** of submitting the application. To add the bank details, click the link in the confirmation pop-up box or refer to [section 5 – Adding state campaign account details](#).

14. To view your registration status as a third party, open the **Disclosure** dropdown menu then select **Maintain Registered Third Party**.



15. The **Registration Status** will change depending on the status of your application to register a third party.

- **Submitted** – your application has been submitted and is being processed.
- **Approved** – your application has been approved.
- **Pending Bank details** – your state campaign bank account details are yet to be provided.

Test Organisation

Registration Status: Submitted - Pending Bank details

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#) [Add Bank Details](#) [Agent Details](#)

16. You can review the details of your application by selecting **View Registration Details**.

Test Organisation

Registration Status: Submitted - Pending Bank details

Third Party Type: Organisation

Electoral Event: 2024 State General Election

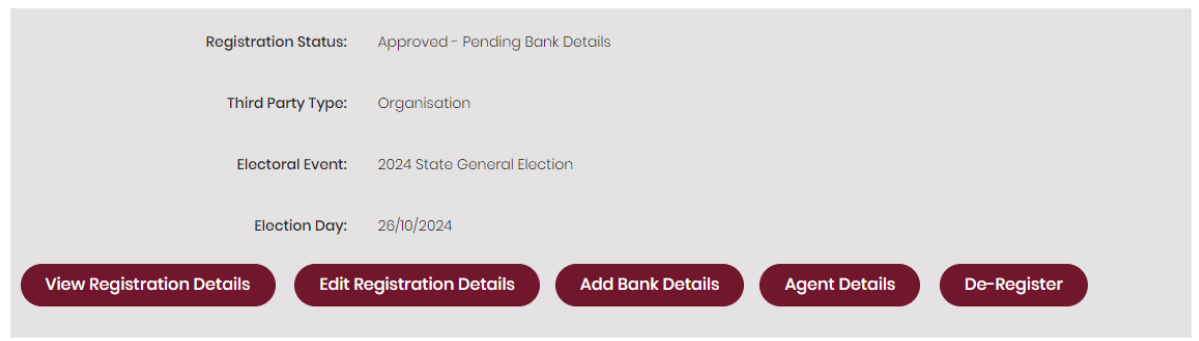
Election Day: 26/10/2024

[View Registration Details](#) [Add Bank Details](#) [Agent Details](#)

- You will not be able to edit the third party's registration details until your application has been approved.

17. Once your application to register a third party has been approved, your **Registration Status** will change to **Approved**. Options to edit the third party's registration details, add an agent or apply to deregister will also become available to you.

Test Organisation



The screenshot shows a user interface for a 'Test Organisation'. It displays the following information:

- Registration Status: Approved - Pending Bank Details
- Third Party Type: Organisation
- Electoral Event: 2024 State General Election
- Election Day: 26/10/2024

Below the information, there are five buttons: 'View Registration Details', 'Edit Registration Details', 'Add Bank Details', 'Agent Details', and 'De-Register'.

- You will receive an email once the ECQ has approved your application to register.
- If a person other than yourself was appointed as agent, that person will also need to create their own SSP account following the instructions in [section 3 – Accessing the Self Service Portal](#).
- If there is a change to any of your third party's registration details, you must notify the ECQ within 30 days. Refer to [section 6 – Updating registration details](#) for instructions.
- If there is a change to the third party's agent, you must notify the ECQ within 28 days. Refer to [section 7 – Adding or changing an agent](#) for instructions.
- The agent may request for the ECQ to cancel the third party's registration for an election. Refer to [section 14 – Deregistering a third party](#) for instructions.

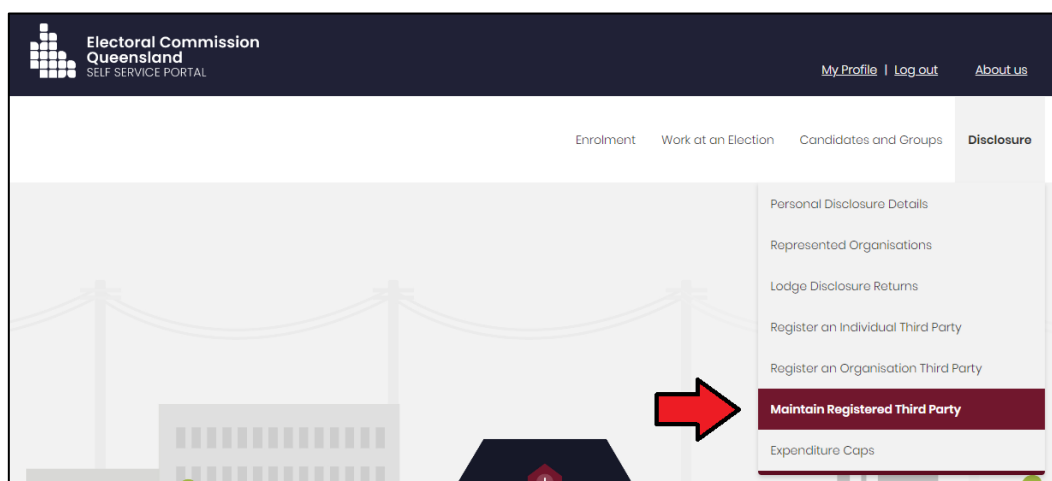
5. Adding state campaign account details

All registered third parties must register the details of their state campaign bank account with the ECQ within **5 business days** of submitting their registration.

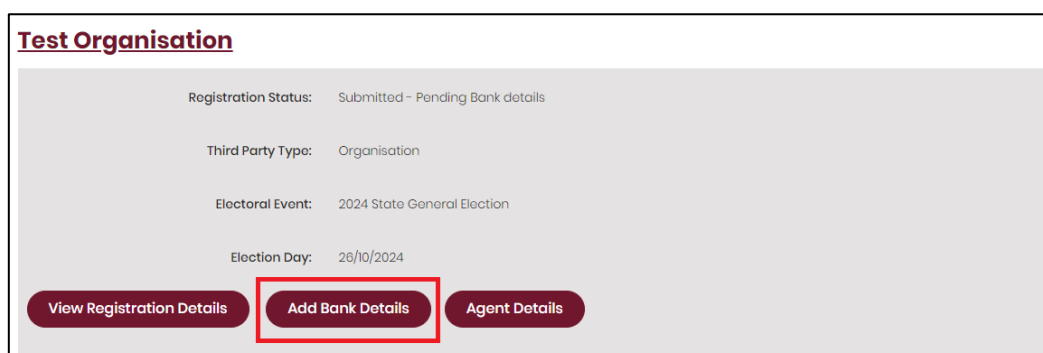
For more details about state campaign bank accounts, please refer to state [Fact sheet 21 – State campaign bank accounts](#) for third parties (available at ecq.qld.gov.au/factsheets).

To provide a third party's bank account details via the Self Service Portal (SSP), please use the following instructions.

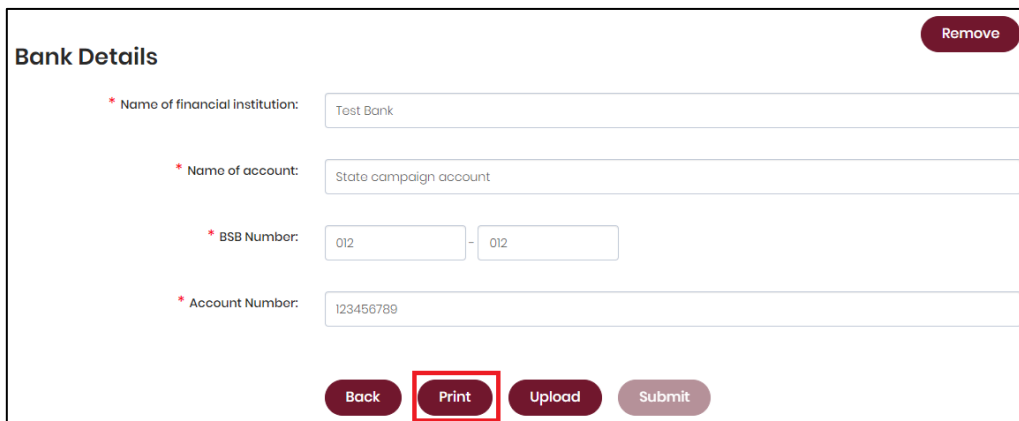
1. When logged into SSP (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Add Bank Details** under the third party's name.



3. Enter the bank details for the third party's state campaign bank account in the boxes provided. Then choose the **Print** button at the bottom of the page.



Bank Details Remove

* Name of financial institution:

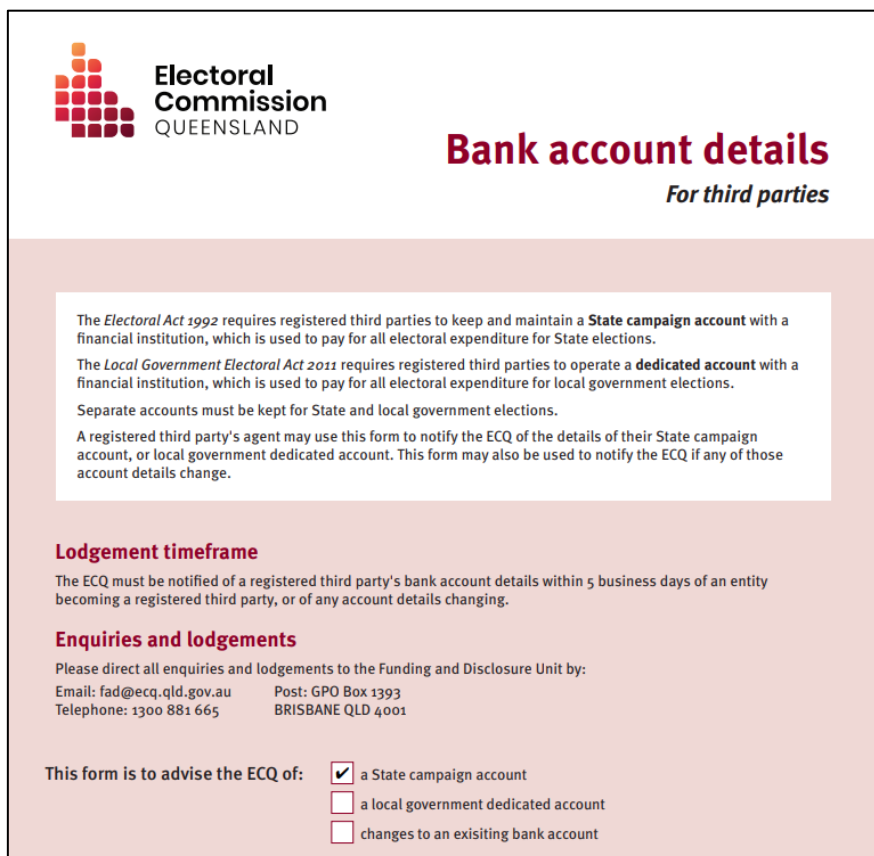
* Name of account:


* BSB Number: -

* Account Number:

Back Print Upload Submit

- The **Upload** button will only be available after you have clicked **Print**.
4. After choosing **Print**, a tab or window called **Bank account details for third parties** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.



 **Electoral Commission**
QUEENSLAND

Bank account details
For third parties

The *Electoral Act 1992* requires registered third parties to keep and maintain a **State campaign account** with a financial institution, which is used to pay for all electoral expenditure for State elections.

The *Local Government Electoral Act 2011* requires registered third parties to operate a **dedicated account** with a financial institution, which is used to pay for all electoral expenditure for local government elections.

Separate accounts must be kept for State and local government elections.

A registered third party's agent may use this form to notify the ECQ of the details of their State campaign account, or local government dedicated account. This form may also be used to notify the ECQ if any of those account details change.

Lodgement timeframe

The ECQ must be notified of a registered third party's bank account details within 5 business days of an entity becoming a registered third party, or of any account details changing.

Enquiries and lodgements

Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:

Email: fad@ecq.qld.gov.au Post: GPO Box 1393
Telephone: 1300 881 665 BRISBANE QLD 4001

This form is to advise the ECQ of:

☒ a State campaign account
☐ a local government dedicated account
☐ changes to an existing bank account

5. The agent of the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.

The screenshot shows the 'Bank account details' form for third parties from the Electoral Commission Queensland. The form is titled 'Bank account details For third parties'. It is divided into two main sections: 'Part B: Bank account details' and 'Part C: Authorisation'. In Part B, there are input fields for 'Name of financial institution' (Test Bank), 'Name of account' (State campaign account), and 'BSB and account number' (012 - 012 123456789). In Part C, there are input fields for 'Signature of agent' and 'Date' (/ /).

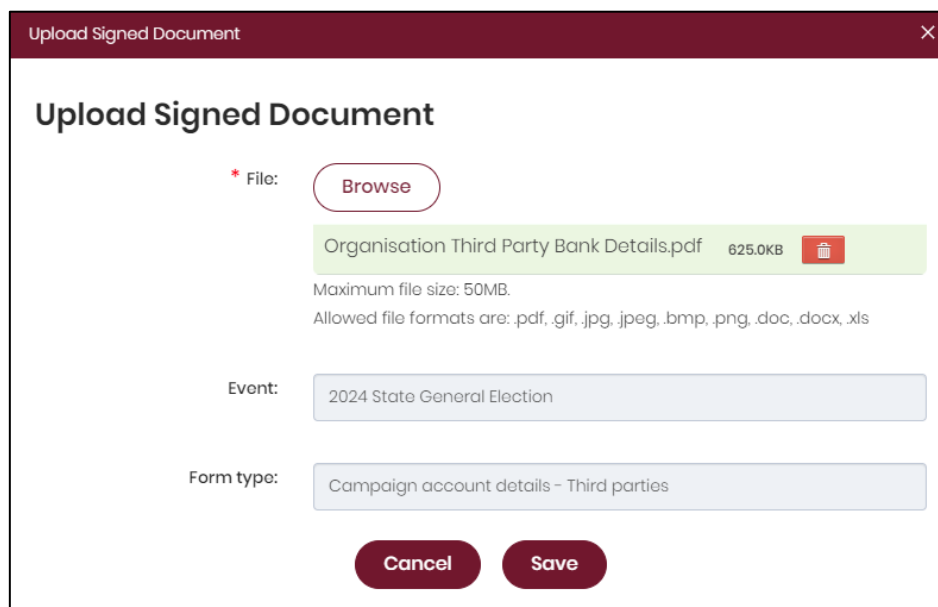
- If you are a third party individual who has not appointed an agent, you will act as your own agent.

6. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

The screenshot shows the 'Bank Details' form. It has a 'Remove' button in the top right corner. The form contains four input fields with red asterisks indicating required fields: 'Name of financial institution' (Test Bank), 'Name of account' (State campaign account), 'BSB Number' (012 - 012), and 'Account Number' (123456789). At the bottom, there are four buttons: 'Back', 'Print', 'Upload', and 'Submit'. The 'Upload' button is highlighted with a red rectangle.

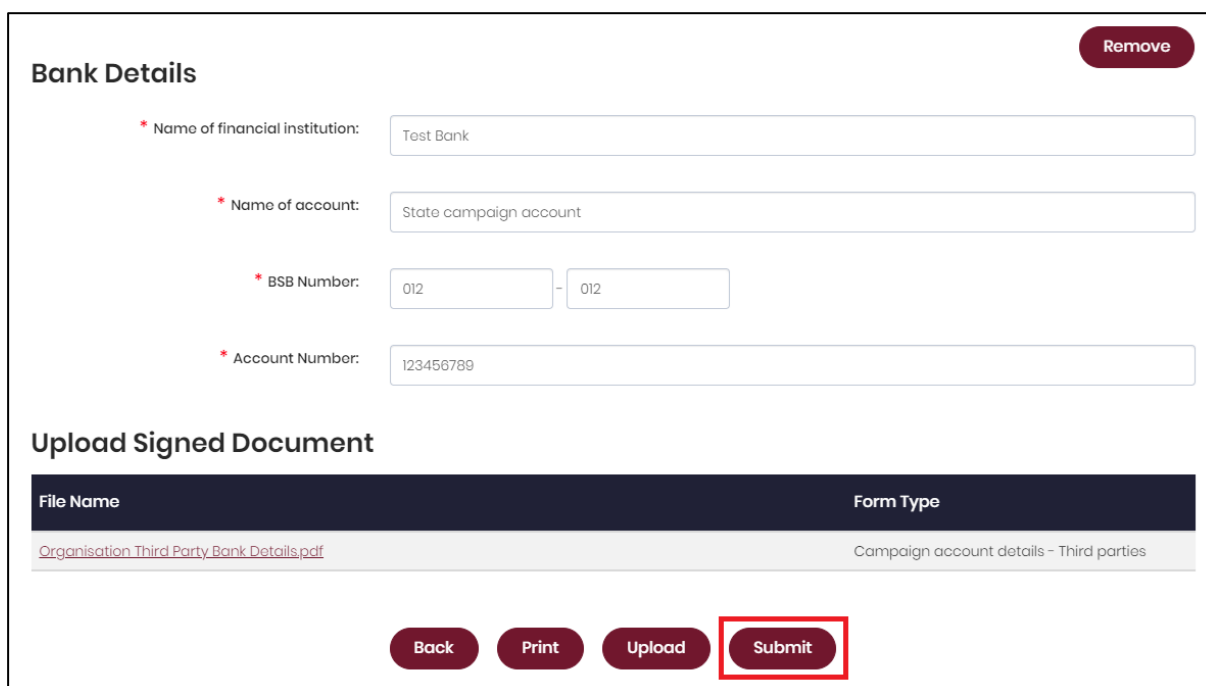
- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the bank details page in SSP.

7. After clicking **Upload**, browse to the saved file on your device then click **Save**.



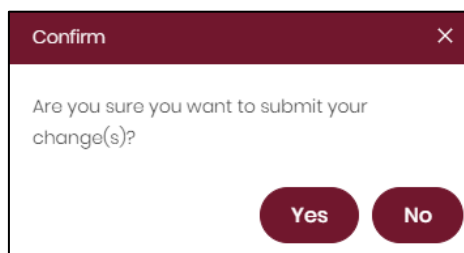
The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. Inside the dialog, there is a section for file selection with a label "* File:" and a "Browse" button. Below this, a file named "Organisation Third Party Bank Details.pdf" is shown with a size of "625.0KB" and a delete icon. Text below the file list states "Maximum file size: 50MB." and "Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two dropdown menus: "Event:" with the value "2024 State General Election" and "Form type:" with the value "Campaign account details - Third parties". At the bottom are "Cancel" and "Save" buttons.

8. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to add your bank details.

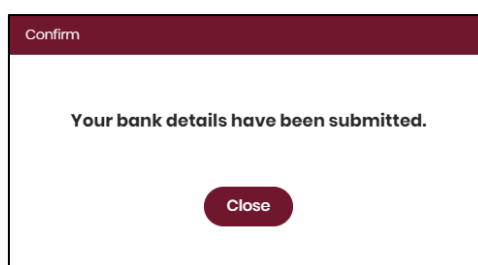


The screenshot shows a form titled "Bank Details" with a "Remove" button in the top right. The form contains four fields with asterisks indicating they are required: "Name of financial institution:" (value: "Test Bank"), "Name of account:" (value: "State campaign account"), "BSB Number:" (two input boxes with "012" and "012"), and "Account Number:" (value: "123456789"). Below the form is a table titled "Upload Signed Document". The table has two columns: "File Name" and "Form Type". It contains one row with the file name "Organisation Third Party Bank Details.pdf" and form type "Campaign account details - Third parties". At the bottom of the page are four buttons: "Back", "Print", "Upload", and "Submit". The "Submit" button is highlighted with a red rectangle.

9. Click **Yes** to confirm your submission.

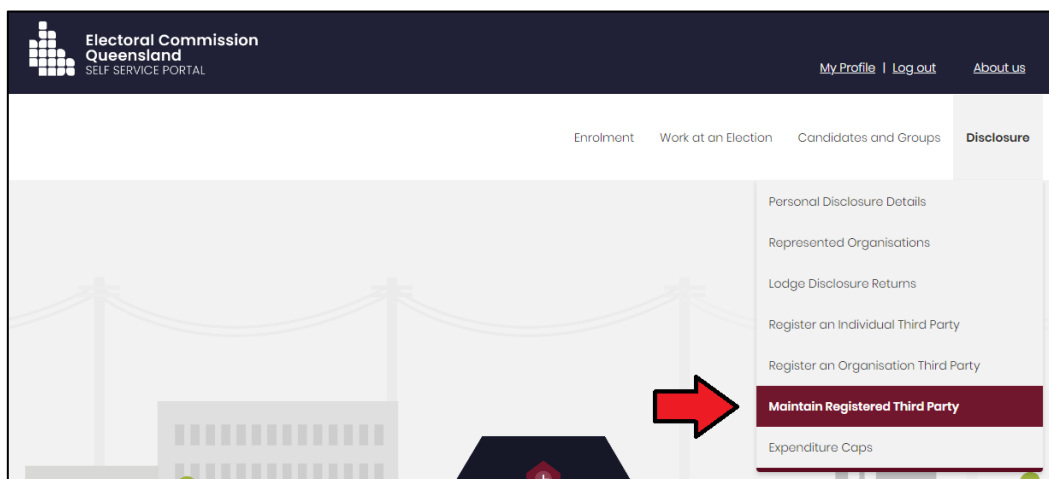


10. The bank details for your third party's state campaign account have now been submitted.



11. If the third party's bank account details change, the agent will need to provide the new details within **5 business days**.

To update the bank details in SSP, choose the **Disclosure** dropdown menu, select **Maintain Registered Third Party**, then select **Edit Bank Details**. Note: This option will only appear after the previous bank details have been processed by ECQ.



Test Organisation

Registration Status: Approved

Bank Details Status: Approved

Third Party Type: Organisation

Electoral Event: 2024 State General Election

Election Day: 26/10/2024

[View Registration Details](#)

[Edit Registration Details](#)

[Edit Bank Details](#)

[Agent Details](#)

[De-Register](#)

6. Updating registration details

The ECQ must be notified **within 30 days** of any changes to a registered third party's registration details. This includes changes to the third party's name, address, contact details or other information as provided in the third party's application to register for an election.

To update your details as a registered third party **individual**, see [section 6.1](#).

To update the details of a registered third party **organisation**, see [section 6.2](#).

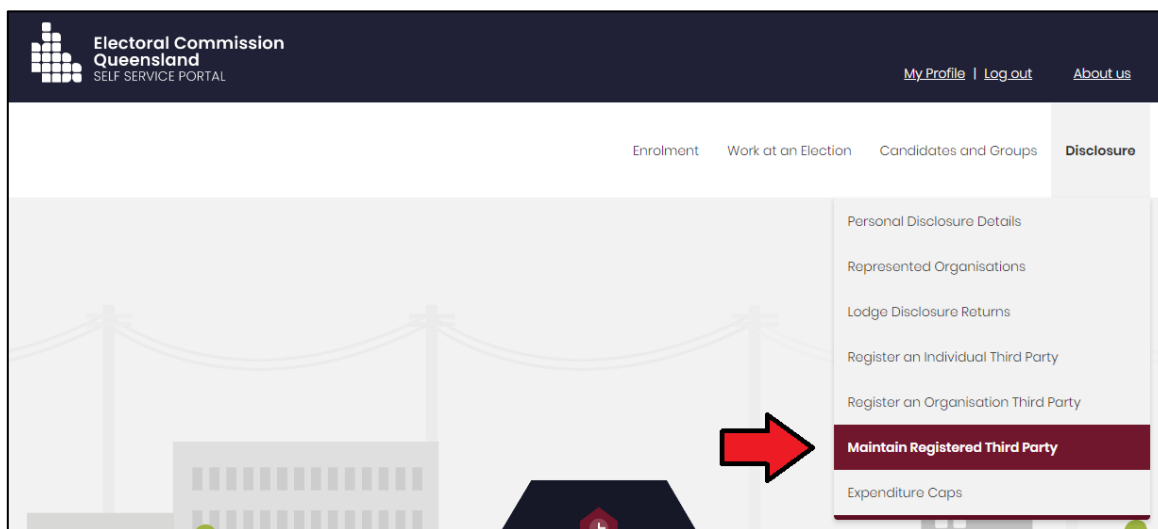
Note: This section does not provide instructions on how to update a registered third party's state campaign bank account or agent details.

- For changes to the bank account details, see section 5 – Adding state campaign account details ([step 10](#)).
- For changes to an agent, see [section 7 – Adding or changing an agent](#).

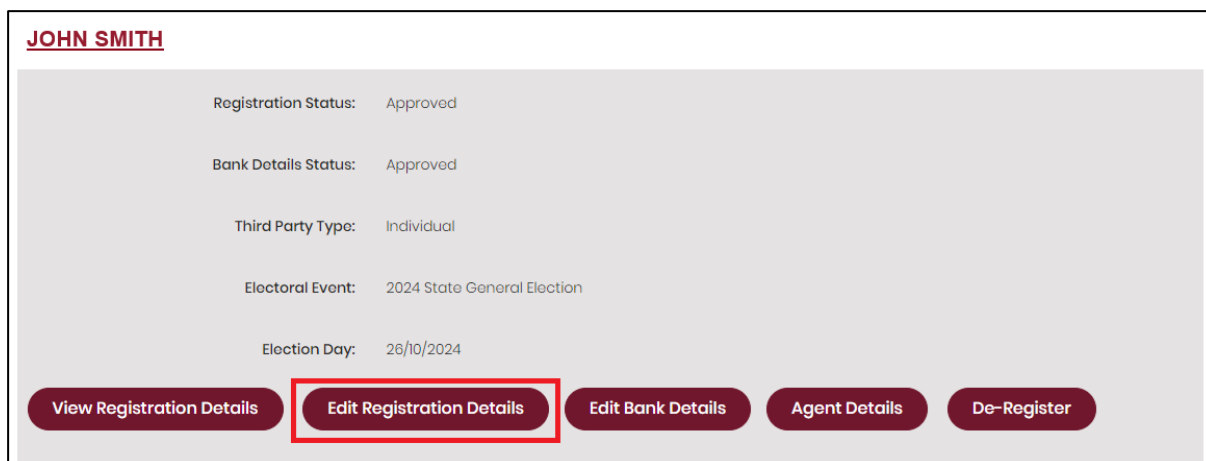
6.1 Updating details of a registered third party individual

To notify the ECQ of a change to your registration details as a registered third party individual, please use the following instructions.

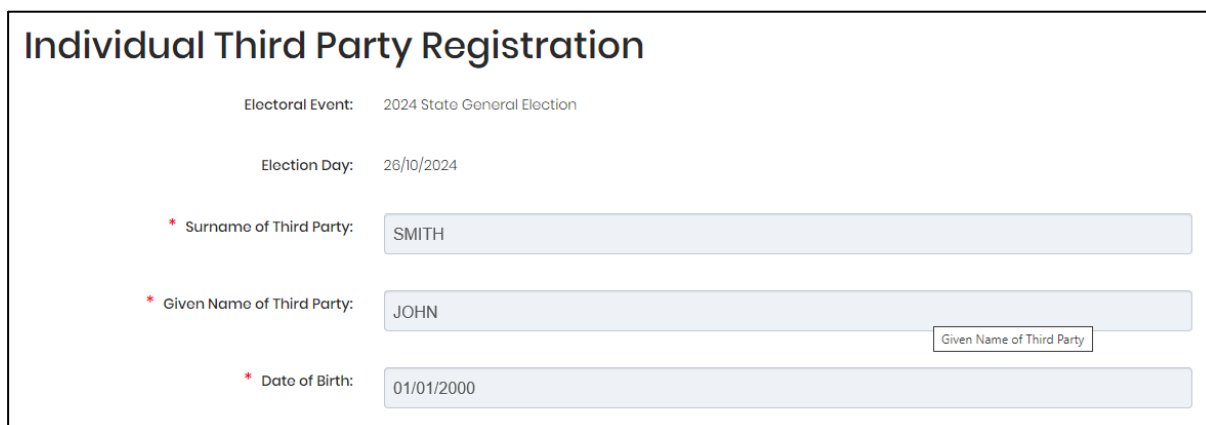
1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Edit Registration Details** under your name.



3. Update your details as required.



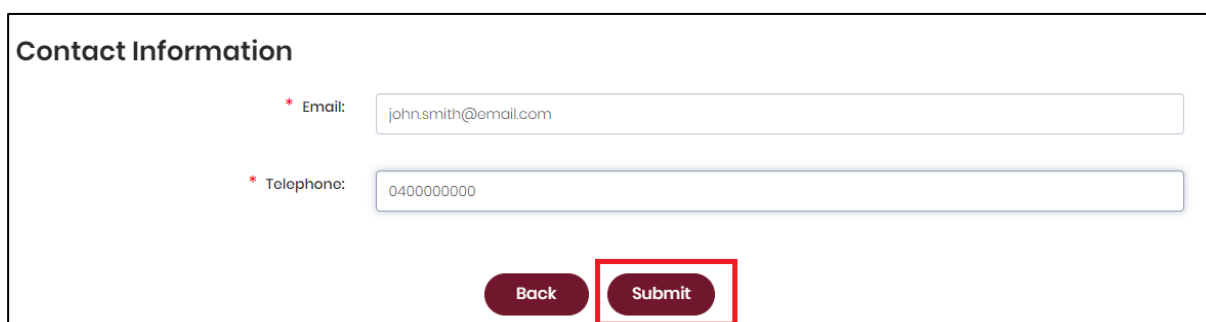
The form is titled "Individual Third Party Registration". It contains the following fields and values:

- Electoral Event: 2024 State General Election
- Election Day: 26/10/2024
- * Surname of Third Party: SMITH
- * Given Name of Third Party: JOHN
- * Date of Birth: 01/01/2000

There is a small label "Given Name of Third Party" next to the JOHN input field.

- You may not be able to update your name or address due to these details being linked to the electoral roll. If you need to change these details, please visit the AEC at aec.gov.au.

4. Click **Submit** to provide your updated details to ECQ.

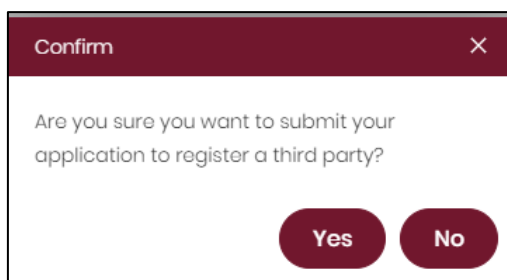


The form is titled "Contact Information". It contains the following fields and values:

- * Email: john.smith@email.com
- * Telephone: 0400000000

At the bottom, there are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red border.

5. Click **Yes** to confirm your submission.

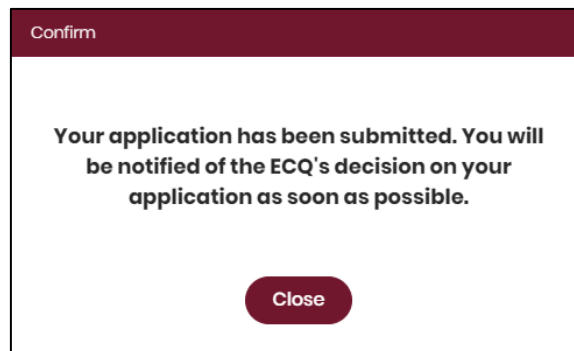


The dialog box is titled "Confirm" and contains the following text:

Are you sure you want to submit your application to register a third party?

At the bottom, there are two buttons: "Yes" and "No".

6. Your application to change the details for your third party's registration has now been submitted.

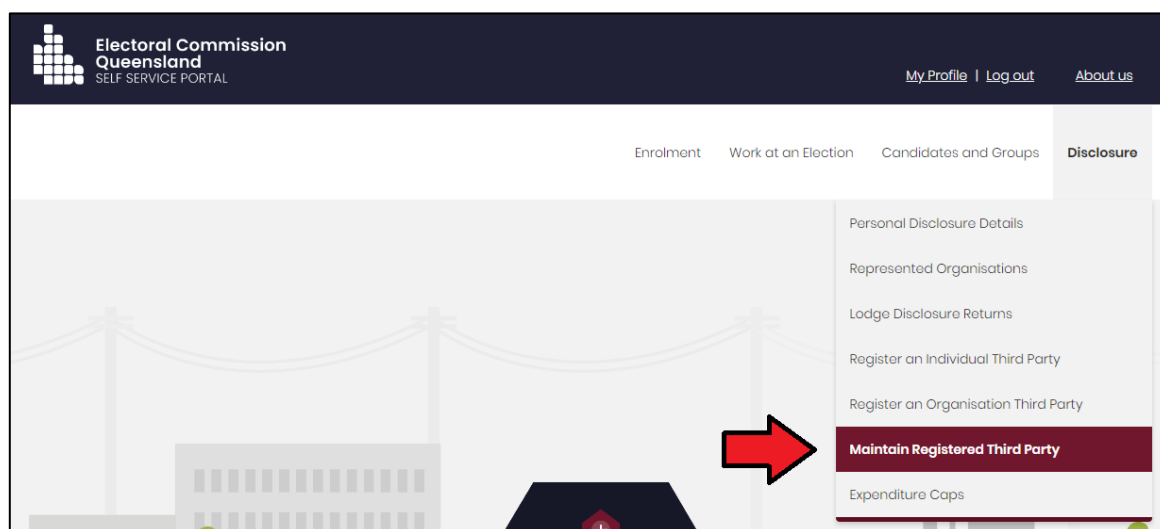


- You can view the status of your application by selecting the **Disclosure** dropdown menu in SSP and choosing **Maintain Registered Third Party**.

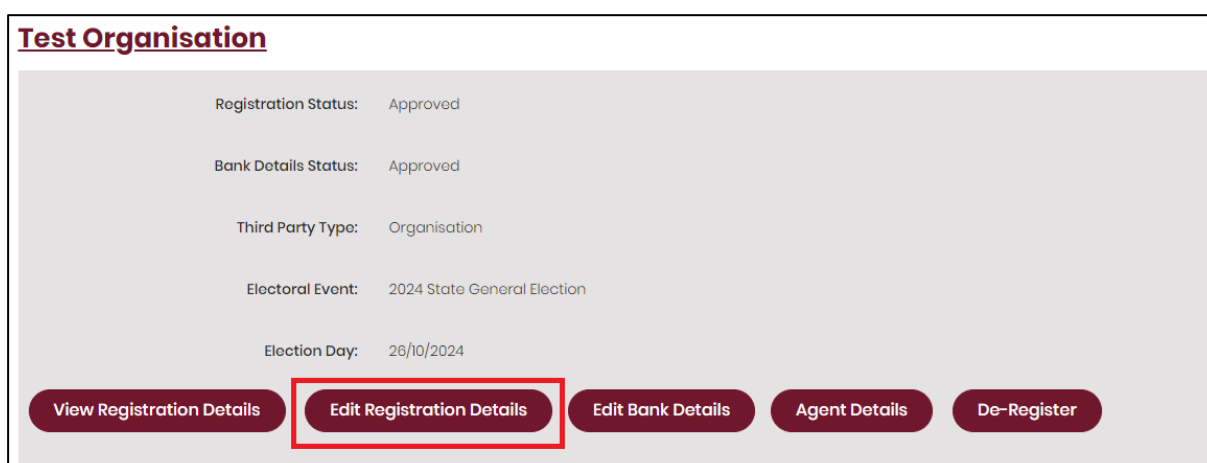
6.2 Updating details of a registered third party organisation

To notify the ECQ of a change to the registration details of a registered third party organisation, please use the following instructions.

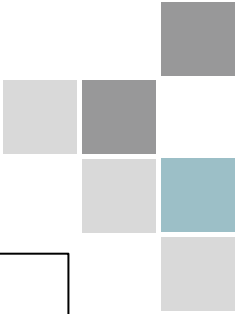
1. When logged into the Self Service Portal (SSP) (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Edit Registration Details** under the third party's name.



3. Update the third party's details as required.



Home > Disclosure > Maintain Third Party Registration > Edit Registration Details

Organisation Third Party Registration

Which electoral event are you registering for?: 2024 State General Election

Election Day: 26/10/2024

Name of the Organisation:

Type of Organisation:

- ☒ Corporation or Company
- ☐ Unincorporated Association
- ☐ Trust Fund or Foundation
- ☐ Other

ABN/ACN:

4. The third party's agent will need to sign off on the change of details. Click the **Print** button at the bottom of the page to generate a change of details form for the agent to sign.

Agent Details

Surname of Agent: John

Given name of Agent: Smith

Address of Agent: 1 Eagle ST, Brisbane City, QLD 4000

Agent email: agent.test@email.com

Agent phone number: 0400000000

You must print, sign and upload the application form before it can be submitted.

[Back](#) [Print](#) [Upload](#) [Submit](#)

- The **Upload** button will only be available after you have clicked **Print**.

5. After choosing **Print**, a tab or window called **Change of details for a registered third party** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.



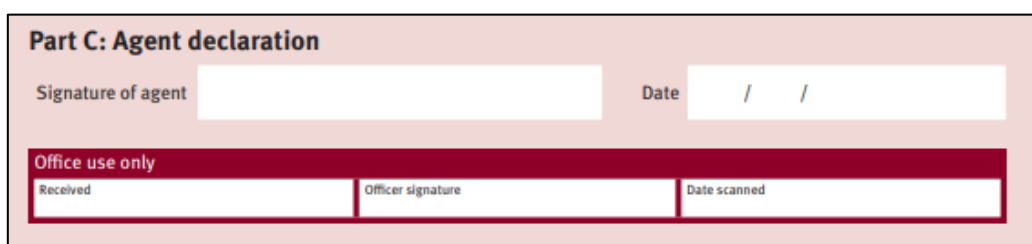
The screenshot shows the header of a form titled "Change of details for a registered third party" from the Electoral Commission Queensland. The logo of the Electoral Commission Queensland is on the left. Below the title, there is a text box containing the following information:

The Electoral Act 1992 and the Local Government Electoral Act 2011 require the agent of a third party to notify the ECQ if any details about the third party's registration change.

A third party's agent may complete this form to notify the ECQ about a change in details. This form can also be completed online through the Self Service Portal, available at www.ecq.qld.gov.au.

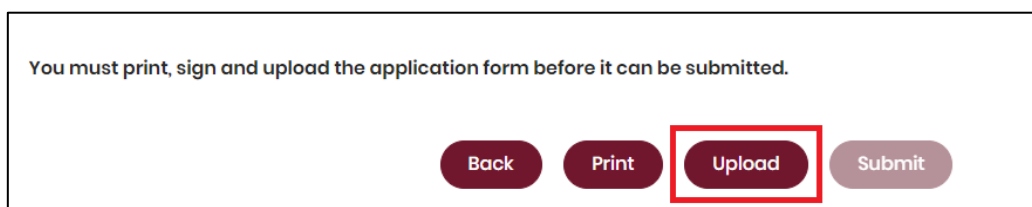
If any of the details being changed are ordinarily published, the ECQ will update the publication to account for the changes.

6. The agent of the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.



The screenshot shows the "Part C: Agent declaration" section of the form. It includes a "Signature of agent" field and a "Date" field with a date picker. Below these fields is a section titled "Office use only" which contains three sub-fields: "Received", "Officer signature", and "Date scanned".

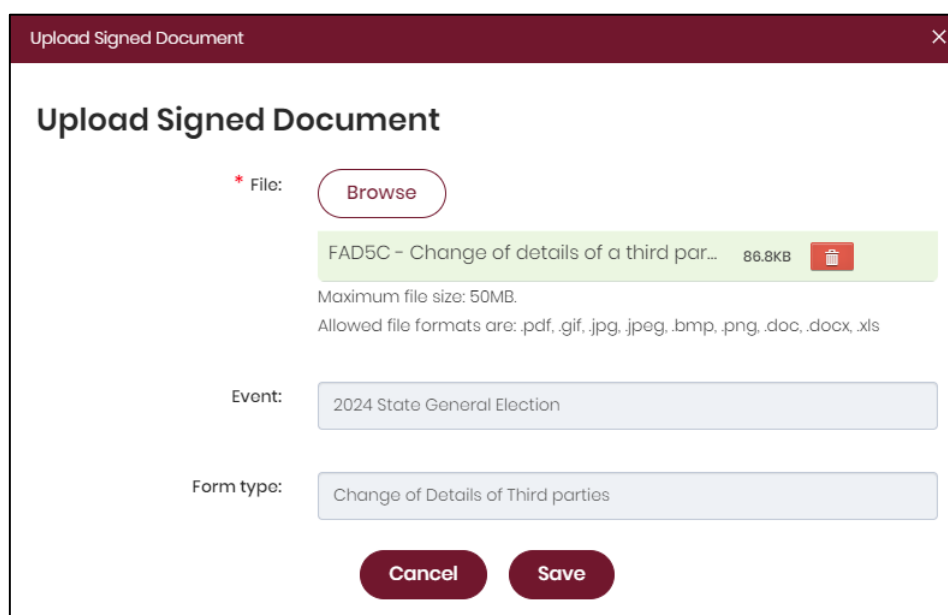
7. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



The screenshot shows a message box with the text: "You must print, sign and upload the application form before it can be submitted." Below the message are four buttons: "Back", "Print", "Upload", and "Submit". The "Upload" button is highlighted with a red border.

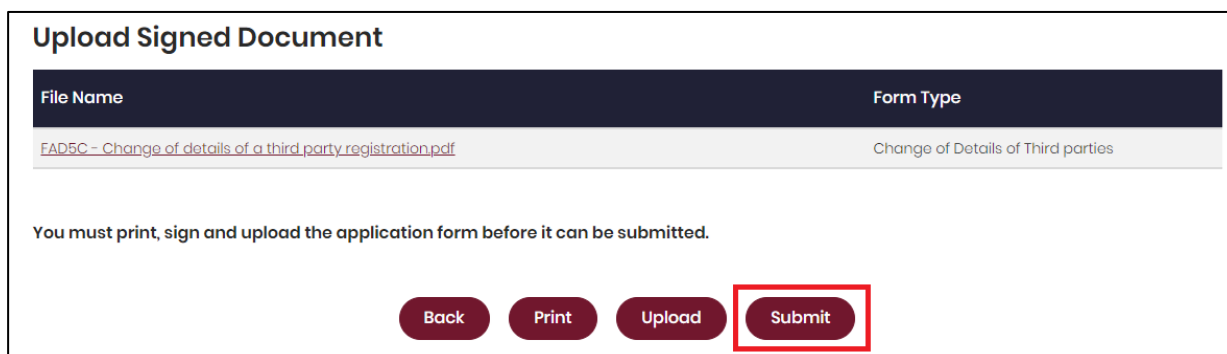
- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the **Edit Registration Details** page in SSP.

8. After clicking **Upload**, browse to the saved file on your device then click **Save**.



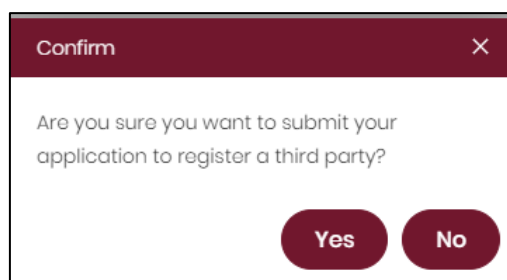
The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. The main heading is "Upload Signed Document". Below it, there is a "File:" label with a red asterisk, followed by a "Browse" button. A file selection bar shows "FAD5C - Change of details of a third par..." with a file size of "86.8KB" and a trash icon. Below the file bar, it states "Maximum file size: 50MB." and "Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two input fields: "Event:" with the value "2024 State General Election" and "Form type:" with the value "Change of Details of Third parties". At the bottom, there are "Cancel" and "Save" buttons.

9. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to update your third party's registration details.



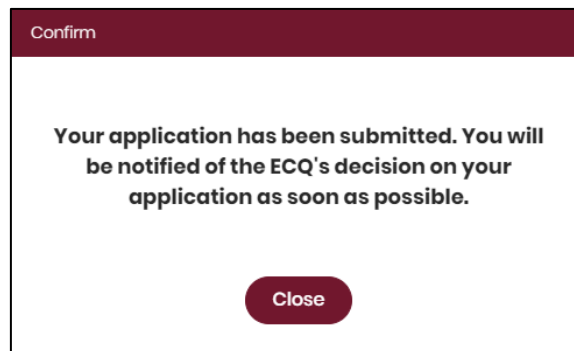
The screenshot shows the "Upload Signed Document" interface. At the top, there is a table with two columns: "File Name" and "Form Type". The table contains one row with the file name "FAD5C - Change of details of a third party registration.pdf" and the form type "Change of Details of Third parties". Below the table, there is a message: "You must print, sign and upload the application form before it can be submitted." At the bottom, there are four buttons: "Back", "Print", "Upload", and "Submit". The "Submit" button is highlighted with a red rectangle.

10. Click **Yes** to confirm your submission.



The screenshot shows a "Confirm" dialog box with a close button (X) in the top right corner. The main heading is "Confirm". Below it, there is a question: "Are you sure you want to submit your application to register a third party?". At the bottom, there are two buttons: "Yes" and "No".

11. Your application to change the details for your third party's registration has now been submitted.



- You can view the status of your application by selecting the **Disclosure** dropdown menu in SSP then choosing **Maintain Registered Third Party**.

7. Adding or removing an agent

A registered third party **individual** may appoint a person to act as their agent for the election. A registered third party **organisation** must appoint an agent for the election. The agent is responsible for ensuring the third party meets their obligations for the election.

If the appointment of an agent ends, the third party must notify the ECQ within 28 days. If the third party is an organisation, another agent must be appointed within 28 days.

To add an agent, please refer to [section 7.1](#).

To remove an agent, please refer to [section 7.2](#).

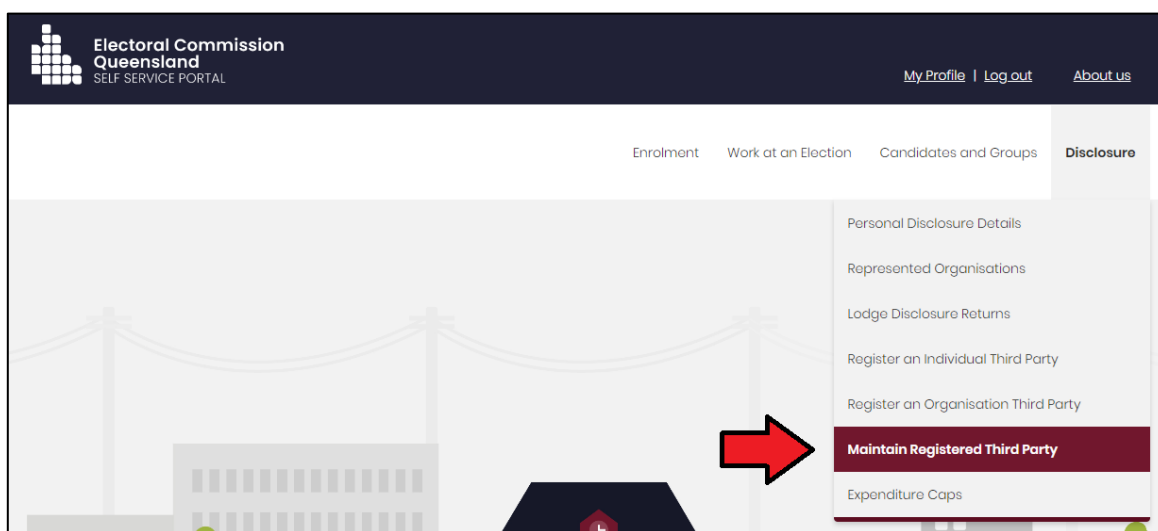
Note:

- If a third party individual does not appoint an agent, they are taken to be their own agent.
- A third party organisation must appoint an agent as part of their application to register for an election.
- An agent can only be added in the Self Service Portal after the third party's application to register has been approved.
- Refer to state [Fact sheet 28 – Funding and disclosure overview for agents](#) (available at ecq.qld.gov.au/factsheets) for more information about agents.

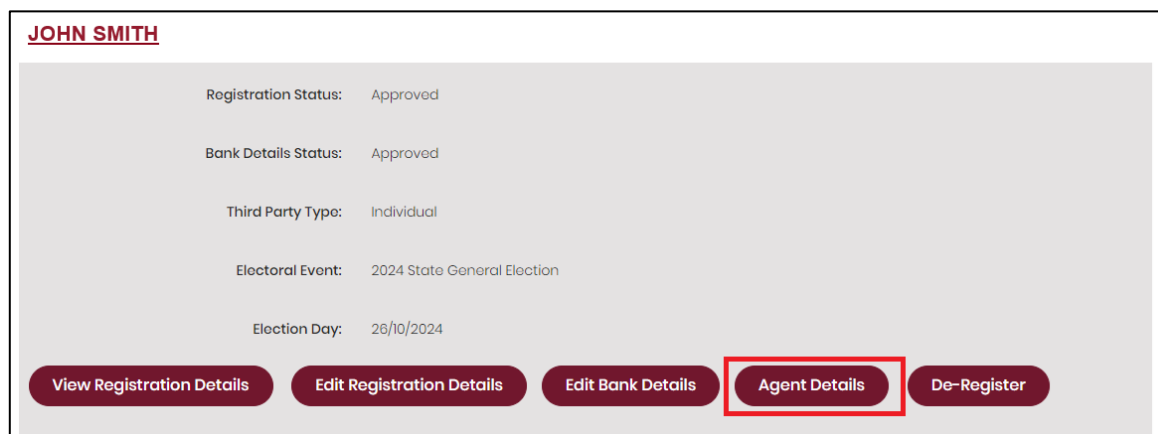
7.1 Adding an agent

To add an agent for the election via the Self Service Portal (SSP), please use the following instructions.

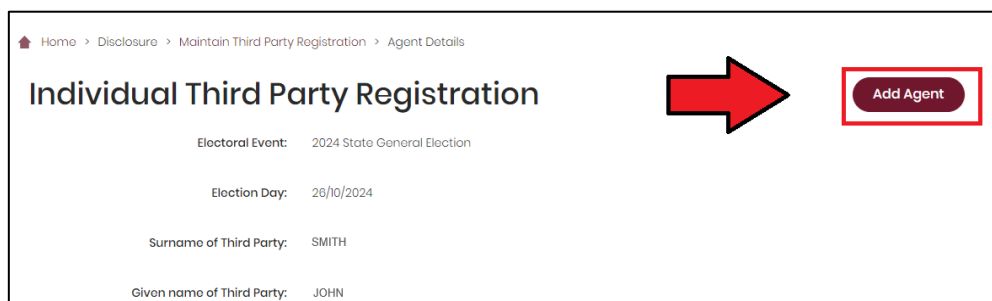
1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Agent Details** under the third party's name.



3. Click **Add Agent** in the top right corner.



Home > Disclosure > Maintain Third Party Registration > Agent Details

Individual Third Party Registration

Electoral Event: 2024 State General Election

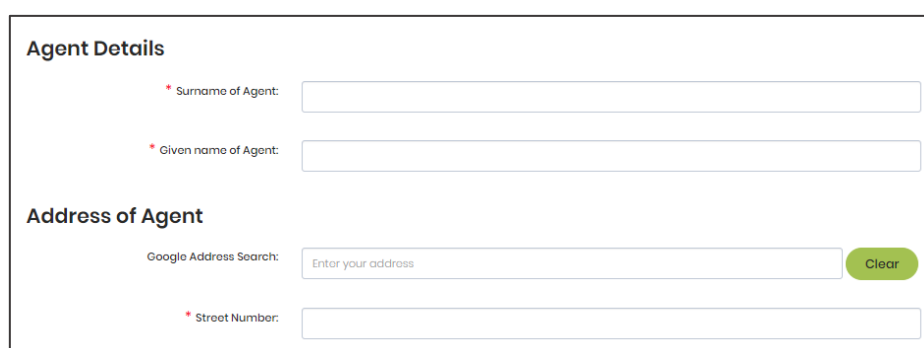
Election Day: 28/10/2024

Surname of Third Party: SMITH

Given name of Third Party: JOHN

Add Agent

4. Provide the details of the person to be appointed as agent for the third party.



Agent Details

* Surname of Agent:

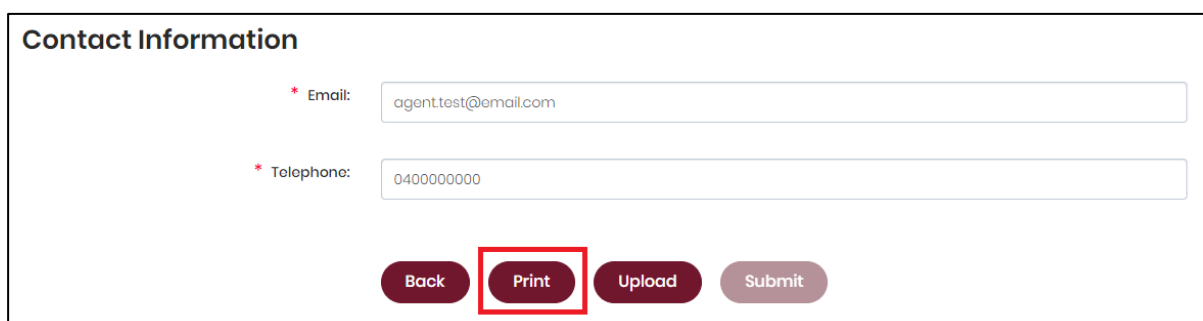
* Given name of Agent:

Address of Agent

Google Address Search:

* Street Number:

- If you are naming yourself as the agent for the organisation, be sure to enter the same email address that you used to create your SSP account.
5. The contact person and the nominated agent for the third party will need to sign the appointment form before it can be submitted. To do this, choose the **Print** button at the bottom of the page.



Contact Information

* Email:

* Telephone:

- The **Upload** button will only be available after you have clicked **Print**.

6. After choosing **Print**, the agent appointment form will open in a new tab or window. The form is automatically filled out with the details you provided in the previous steps. Please check to ensure the details are correct.



The screenshot shows the top portion of a form titled "Appointment of an agent for a third party" from the Electoral Commission Queensland. The logo is in the top left. The title is in large red font. Below the title, there is a light pink box containing several paragraphs of text explaining the appointment process and legal obligations.

Electoral Commission QUEENSLAND

Appointment of an agent for a third party

A third party may appoint an agent. The agent is responsible for the third party's election funding and financial disclosure obligations under the *Electoral Act 1992* or the *Local Government Electoral Act 2011*. Only one agent can be appointed at a time for each election.

The name of a third party's agent will be entered into the ECQ's Register of Agents. Unless otherwise indicated, all information in this form will be published for public inspection on the ECQ's website.

During any period where no agent is appointed for a registered third party organisation, each member of the executive committee of the organisation becomes responsible for the obligations of the agent.

During any period where no agent is appointed for an individual third party, the individual is responsible for the obligations of the agent.

7. The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.



The screenshot shows the bottom portion of the form, divided into two sections: "Part D: Acceptance of agency appointment" and "Part E: Third party declaration".

Part D: Acceptance of agency appointment

I,

consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or Part 9 division 5 of the *Local Government Electoral Act 2011*.

Signature

Date
(dd/mm/yyyy)

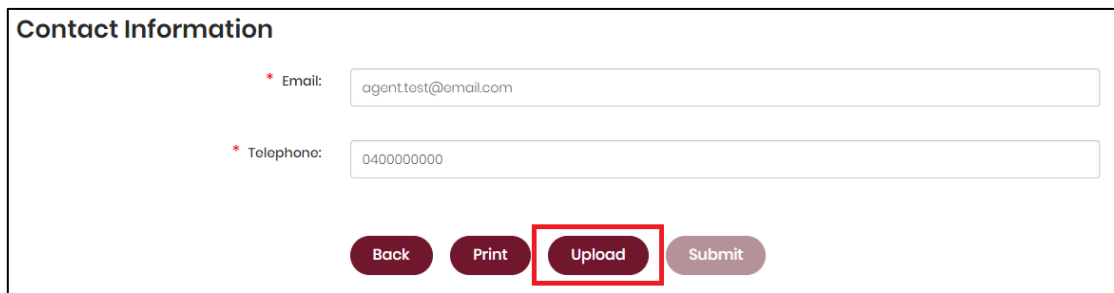
Part E: Third party declaration

Signature of contact person

Date

- The agent and contact person can be the same individual.

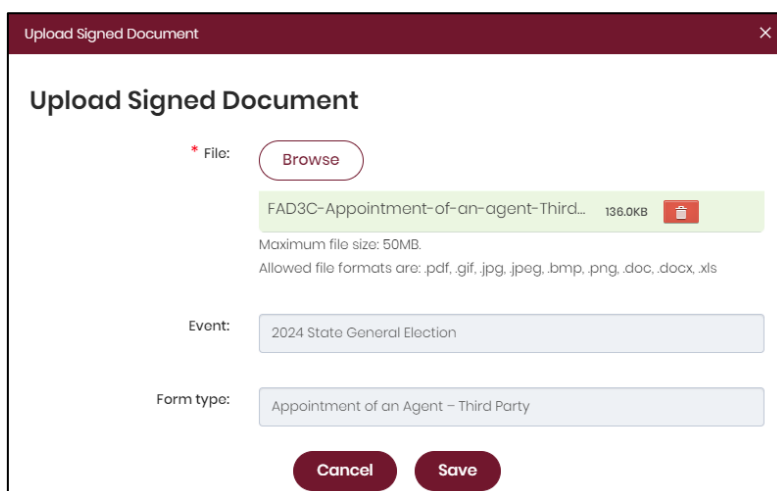
8. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



The screenshot shows a 'Contact Information' form. It has two input fields: '* Email:' with the value 'agent.test@email.com' and '* Telephone:' with the value '0400000000'. Below the fields are four buttons: 'Back', 'Print', 'Upload', and 'Submit'. The 'Upload' button is highlighted with a red rectangular box.

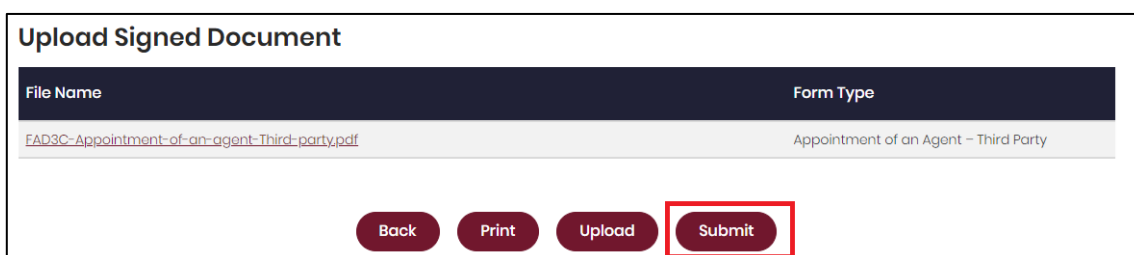
- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the **Agent Details** page in SSP.

9. After clicking **Upload**, browse to the saved file on your device then click **Save**.



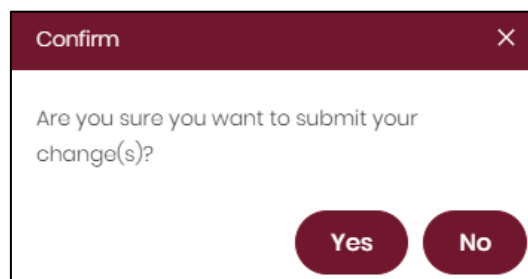
The screenshot shows a dialog box titled 'Upload Signed Document'. It contains a '* File:' label with a 'Browse' button. Below this, a file is listed: 'FAD3C-Appointment-of-an-agent-Third...' with a size of '136.0KB' and a trash icon. Below the file list, it says 'Maximum file size: 50MB.' and 'Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls'. There are two input fields: 'Event:' with the value '2024 State General Election' and 'Form type:' with the value 'Appointment of an Agent – Third Party'. At the bottom are 'Cancel' and 'Save' buttons.

10. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to lodge the agent appointment form.

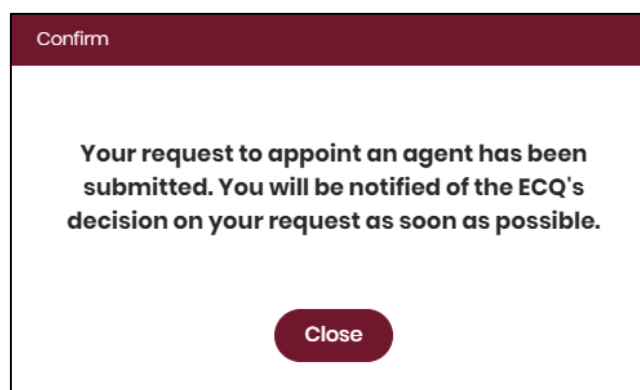


The screenshot shows the 'Upload Signed Document' page. It has a table with two columns: 'File Name' and 'Form Type'. The table contains one row with the file name 'FAD3C-Appointment-of-an-agent-Third-party.pdf' and the form type 'Appointment of an Agent – Third Party'. Below the table are four buttons: 'Back', 'Print', 'Upload', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

11. Select **Yes** to confirm your submission.



12. Your notice of appointment of an agent has now been submitted.

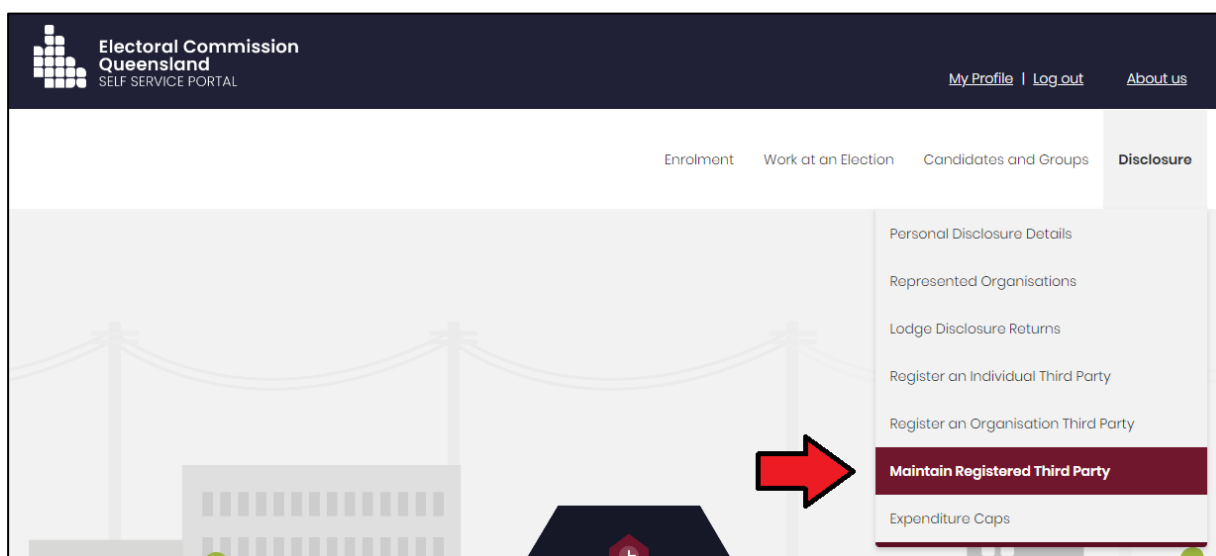


- You will receive an email once the appointment has been processed by ECQ.
- If a person other than yourself was appointed as agent, that person will also need to create their own SSP account following the instructions in [section 3 – Accessing the Self Service Portal](#).

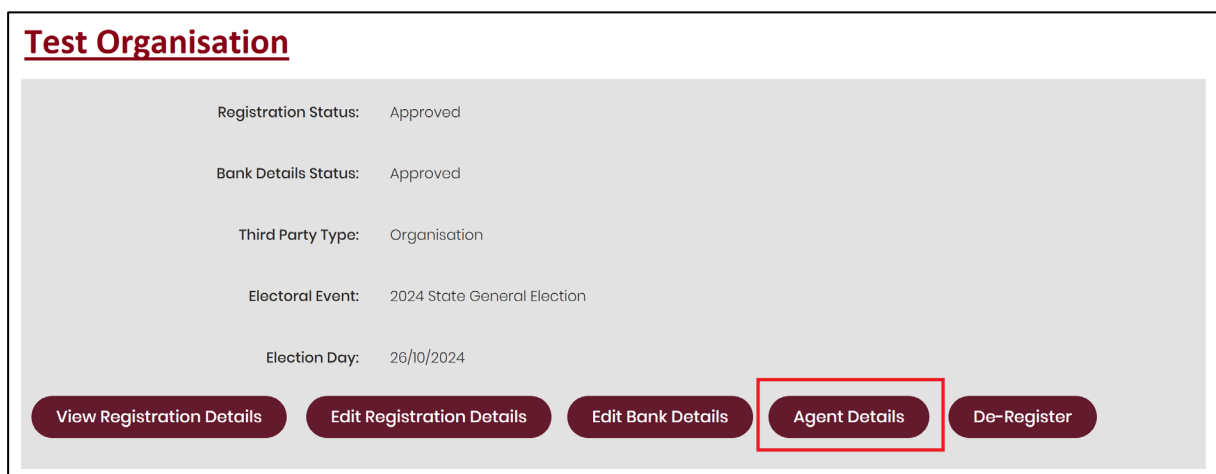
7.2 Removing an agent

To remove an agent for the election via the Self Service Portal (SSP), please use the following instructions.

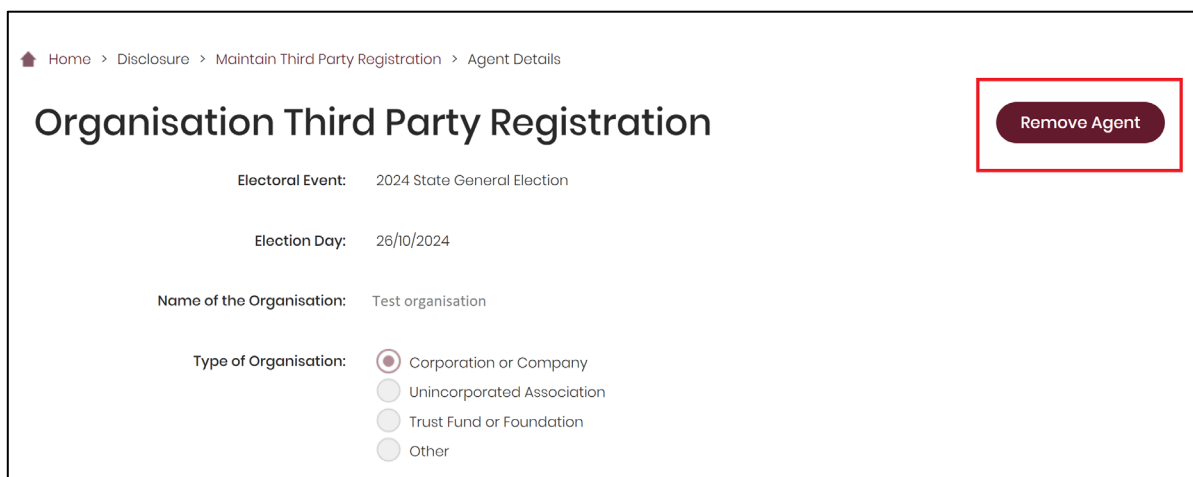
1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Click **Agent Details** under the third party's name.



3. Click **Remove Agent** in the top right-hand corner.



Home > Disclosure > Maintain Third Party Registration > Agent Details

Organisation Third Party Registration

Remove Agent

Electoral Event: 2024 State General Election

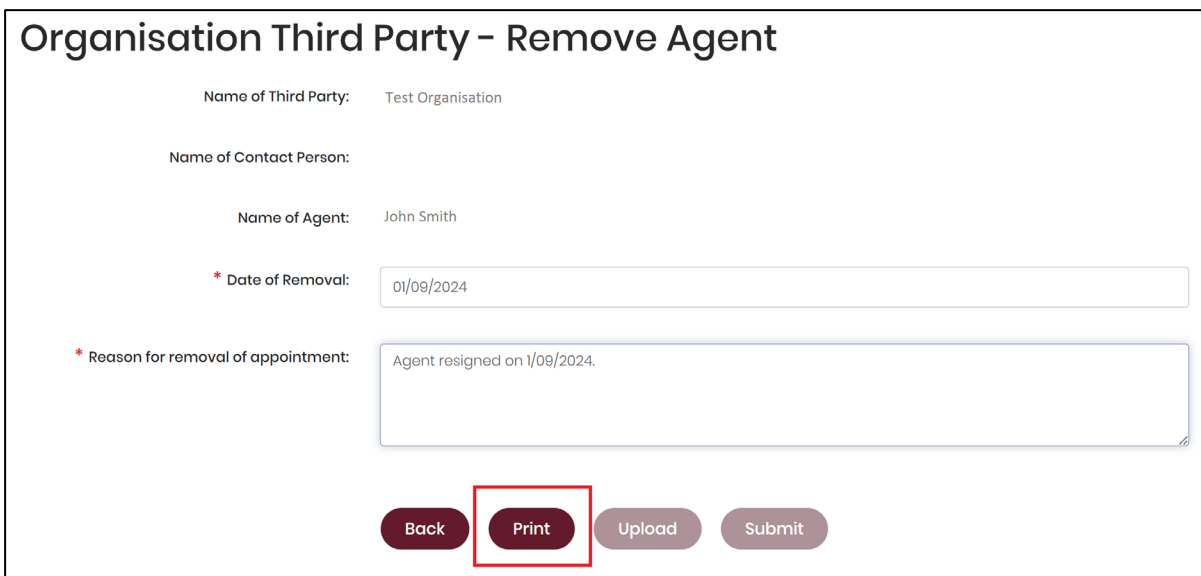
Election Day: 26/10/2024

Name of the Organisation: Test organisation

Type of Organisation:

- ☒ Corporation or Company
- ☐ Unincorporated Association
- ☐ Trust Fund or Foundation
- ☐ Other

4. Enter the **Date of Removal** and a **Reason for removal of appointment** of the agent. Then click **Print**.



Organisation Third Party - Remove Agent

Name of Third Party: Test Organisation

Name of Contact Person:

Name of Agent: John Smith

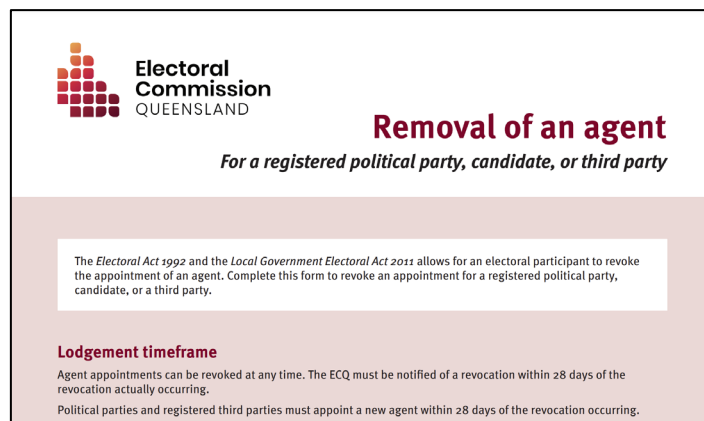
* Date of Removal: 01/09/2024

* Reason for removal of appointment: Agent resigned on 1/09/2024.

Back **Print** Upload Submit

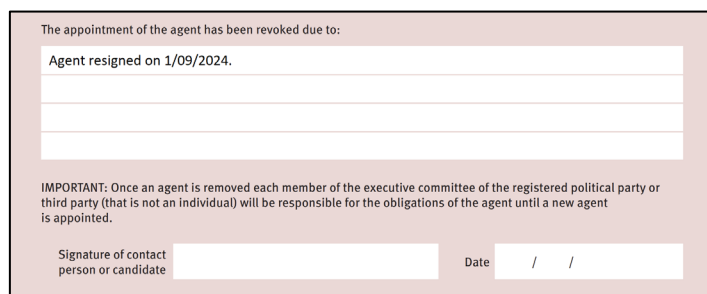
- The **Upload** button will only be available after you have clicked **Print**.

5. After choosing **Print**, a tab or window called **Removal of an agent** will open. The form is automatically filled out with the details you provided in the previous step. Please check to ensure the details are correct.



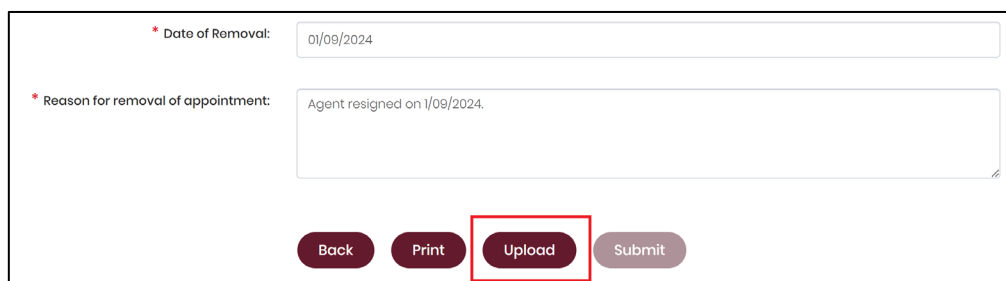
The screenshot shows the top portion of a web form. At the top left is the Electoral Commission Queensland logo, consisting of a grid of colored squares. To its right, the text 'Electoral Commission QUEENSLAND' is displayed. Further right, the title 'Removal of an agent' is written in a large, bold, dark red font, with the subtitle 'For a registered political party, candidate, or third party' in a smaller, italicized black font below it. Below the title, a light pink box contains a paragraph of text explaining the purpose of the form: 'The Electoral Act 1992 and the Local Government Electoral Act 2011 allows for an electoral participant to revoke the appointment of an agent. Complete this form to revoke an appointment for a registered political party, candidate, or a third party.' Below this box, the section 'Lodgement timeframe' is highlighted in bold. It contains two lines of text: 'Agent appointments can be revoked at any time. The ECQ must be notified of a revocation within 28 days of the revocation actually occurring.' and 'Political parties and registered third parties must appoint a new agent within 28 days of the revocation occurring.'

6. The contact person for the third party will need to sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.



The screenshot shows the lower portion of the form. At the top, it says 'The appointment of the agent has been revoked due to:'. Below this is a text area containing 'Agent resigned on 1/09/2024.' with two empty lines underneath. Below the text area, a paragraph of text states: 'IMPORTANT: Once an agent is removed each member of the executive committee of the registered political party or third party (that is not an individual) will be responsible for the obligations of the agent until a new agent is appointed.' At the bottom, there are two fields: 'Signature of contact person or candidate' followed by a long white input box, and 'Date' followed by a date picker showing '/ /'.

7. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



The screenshot shows the bottom portion of the form. At the top, there are two fields: '* Date of Removal:' with a date picker showing '01/09/2024' and '* Reason for removal of appointment:' with a text area containing 'Agent resigned on 1/09/2024.' Below these fields, there are four buttons: 'Back', 'Print', 'Upload', and 'Submit'. The 'Upload' button is highlighted with a red rectangular border.

- If you have had to close the previous tab or window, repeat [steps 1 and 2](#) of this section to navigate back to the bank details page in SSP.

8. After clicking **Upload**, browse to the saved file on your device then click **Save**.

Upload Signed Document

Upload Signed Document

* File:

FAD4-Removal-of-Agent.pdf 138.5KB

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

9. With the form uploaded and showing under the heading **Upload Signed Document**, you can choose the **Submit** button to lodge the agent removal form.

Upload Signed Document

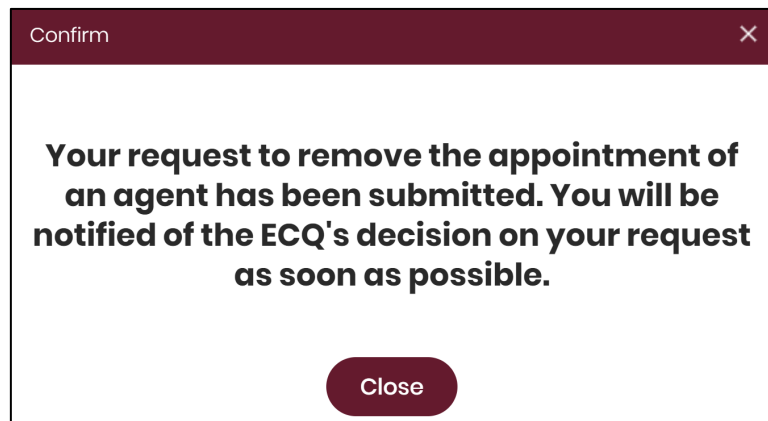
File Name	Form Type
FAD4-Removal-of-Agent.pdf	Remove Agent

10. Click **Yes** to confirm your submission.

Confirm

Are you sure you want to submit your change(s)?

11. Your notice of removal of an agent has now been submitted.

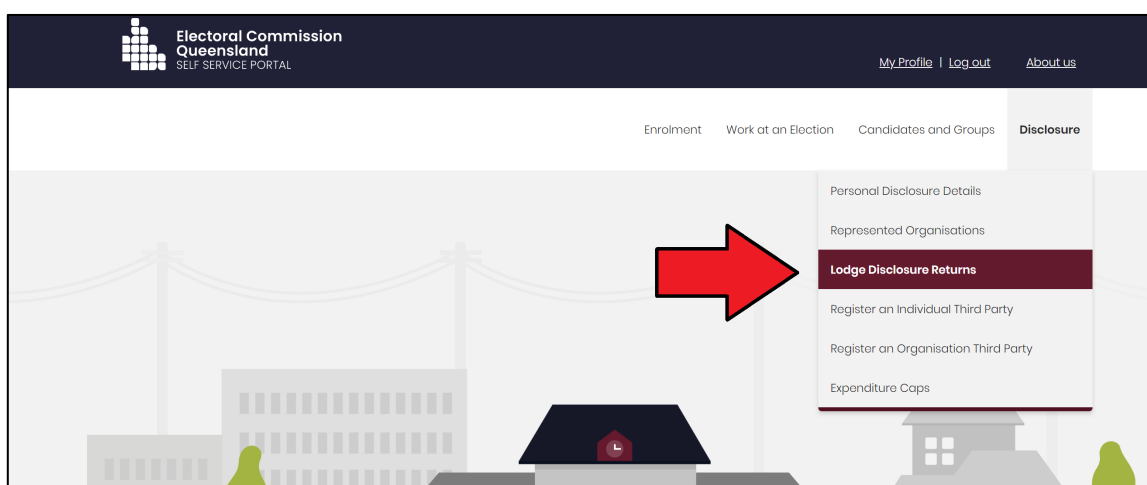


- You will receive an email once the removal has been processed by ECQ.
- If you need to add a new agent for the registered third party, please refer to [section 7.1 – Adding an agent](#) for instructions.

8. Logging into EDS

Once you have registered in the Self Service Portal (SSP) (see [section 3](#)), you can log into the Electronic Disclosure System (EDS) at any time by using the following instructions.

1. When logged into SSP (selfserv.elections.qld.gov.au), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Choose **Continue**.

A screenshot of the Queensland Government QLD Digital Identity login consent screen. The header shows the Queensland Government logo and the text "QLD Digital Identity login". The main content area is titled "Consent to share your details" and includes the text: "To continue to use the Electoral Commission of Qld - Electronic Disclosure System (EDS) service we need your consent to share the following details." Below this, there is a section for "Personal details" with a text input field for "Email address" containing the value "3august@gmail.com". Further down, there is a section titled "I consent to sharing these details:" with a radio button selected for "Always with Electoral Commission of Qld - Electronic Disclosure System (EDS) service". Below this, there is a paragraph of text: "Read our [frequently asked questions](#) about recent changes we've made to help you manage your data sharing preferences with Queensland Government online services. By giving consent you agree to our [Terms of use](#) and [Privacy statement](#)." At the bottom, there are two buttons: "Cancel" and "Continue".

3. You will now see the main page of EDS.

Recipient Submissions
View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

Search [] Complete Status: all Revision Status: all Status: all True Source: all Apply

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount Clear filters

From [] To [] Election periods: all Calendar Based Reporting Period: all Political Donation: all Electoral committee: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
Showing 0-0 of 0 items							

4. You can also access EDS directly at disclosures.ecq.qld.gov.au. Choose **Login/Register** in the top right-hand corner.

Electronic Disclosure System
The EDS will default to State returns. Change the filters to view local government returns.

REGISTER TO SUBMIT VIEW PUBLIC DATA

LOGIN / REGISTER

5. Log into EDS using your QGov username (email address) and password.

Login or register
Please login or register using one of the options below.

Google Microsoft

or

Login with QGov

* Username
Your email address

* Password

Log in Register

[Forgot your password?](#) | [Manage your QGov login](#)

6. If you haven't accessed EDS before, you will see the same blue consent screen pictured in step 2. Otherwise, the main page of EDS will appear.

Recipient Submissions
View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

Search Complete Status: all Revision Status: all Status: all True Source: all **Apply**

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount **Clear filters**

From To Election periods: all Calendar Based Reporting Period: all Political Donation: all Electoral committee: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
showing 0-0 of 0 items							

9. Disclosing a gift made in EDS

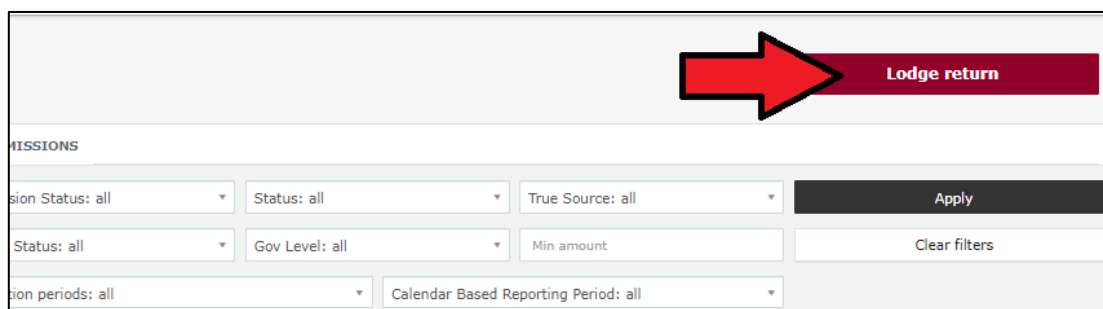
A registered third party that makes a gift of \$1,000 or more to or for the benefit of a state candidate or a registered political party must lodge a return with the ECQ within 7 business days.

Gifts are cumulative. It does not matter if a gift was made in small amounts or all at once. Once the threshold of \$1,000 is met, all previous and future gifts to the same election participant must be disclosed.

Note: Refer to the [Glossary](#) for key terms and definitions.

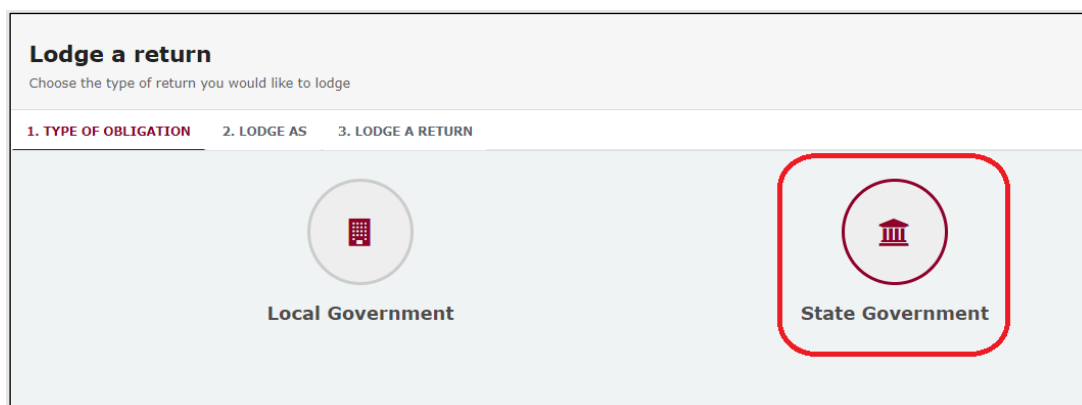
To lodge a return for a gift made to candidate in a state election or a registered political party, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button, there is a section titled "MISSIONS" with several filter dropdowns: "Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", and "Calendar Based Reporting Period: all". There are also "Apply" and "Clear filters" buttons.

2. Under Type of Obligation, select **State Government**.



The screenshot shows the "Lodge a return" screen. At the top, it says "Choose the type of return you would like to lodge". Below this, there are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". Under the "1. TYPE OF OBLIGATION" tab, there are two options: "Local Government" (represented by a building icon) and "State Government" (represented by a building icon). The "State Government" option is highlighted with a red rounded rectangle.

3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT **2. LODGE AS** 3. LODGE A RETURN

Donor/Third Party - Individual **Donor/Third Party - Organisation** Agent for an Unregistered Third Party Individual

4. Choose the **Lodge** button under **Reporting a gift (donation) made after 01/07/2022**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - INDIVIDUAL **3. LODGE A RETURN**

Individual
Reporting a gift (donation) made before 01/07/2022
Lodge
Learn more

Individual
Reporting a gift (donation) made after 01/07/2022
Lodge
Learn more

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - ORGANISATION **3. LODGE A RETURN**

Organisation
Reporting a gift (donation) made before 01/07/2022
Lodge
Learn more

Organisation
Reporting a gift (donation) made after 01/07/2022
Lodge
Learn more

5. Your details will be pre-filled. Select the gift type using the **I am reporting** dropdown menu (e.g., a gift).

Organisation
Reporting a gift (donation) made
State

Your details

Title*
Third Party Organisation

Street*
1 King St

Suburb*
Coomera

State*
QLD

ABN
123456789

ACN
123456789

I am reporting
a gift
a gift-in-kind
a fundraising contribution
another type of gift

+ made to

6. Choose the recipient type from the **+ made to** dropdown menu (e.g., a registered political party or a state candidate).

I am reporting
a gift

+ made to
Registered Political Party
State Candidate

7. Complete all mandatory fields such as recipient name and address, description of gift, date made and value of gift.

Reporting a Gift made to Registered Political Party

Recipient's Name*
Political Party A

Street*
1 Queen St

Suburb*
Rockhampton

State*
QLD

Postcode*
4700

Gift Particulars

Description of Gift*
monetary donation

Amount*
4000

Date made*
27/07/2024

Did you receive a gift that enabled you to make all or part of this gift?
☐ Yes ☒ No

Current Total **\$4000.00**

I am reporting
+ made to

Save Draft Submit

- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
- Additional gifts can be disclosed by selecting options from the **I am reporting** and **+ made to** buttons at the bottom of the page and repeating the steps above.

8. If a person or entity gave you a gift (e.g. money) in order to allow you to make the gift you are disclosing, answer **Yes** to the question '**Did you receive a gift that enabled you to make all or part of the gift?**'

Otherwise, answer **No**.

Did you receive a gift that enabled you to make all or part of this gift? * ?

☐ Yes ☐ No

9. The question in the bottom radio button **Is this amount a political donation?** must be answered.

Is this amount a political donation? * ?

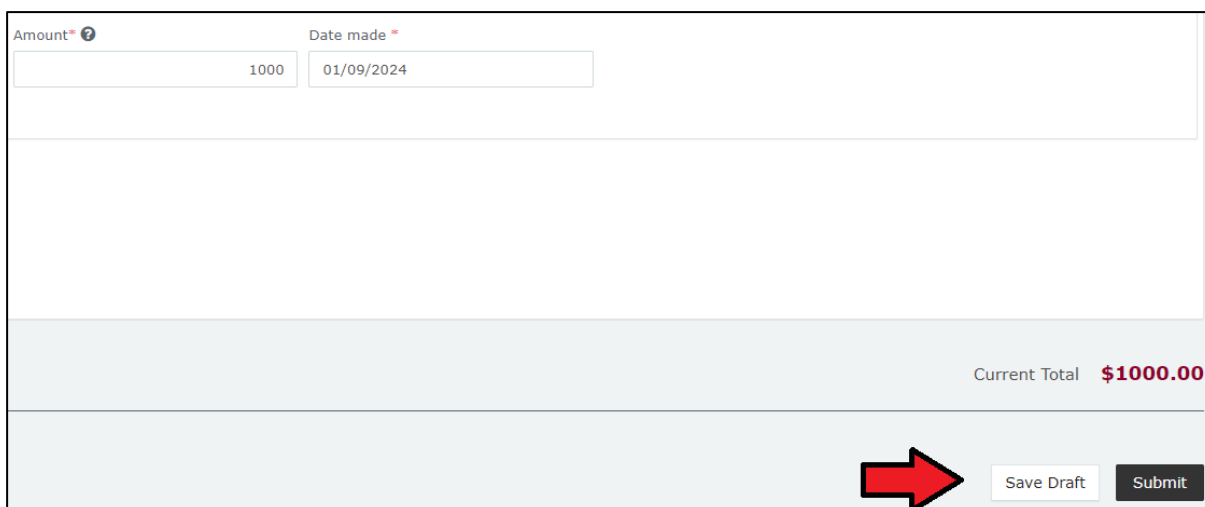
☐ Yes ☐ No

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Gifted electoral expenditure is also considered a political donation whether or not there is a donor statement.
- There are caps on the amount of political donations that can be made to a state candidate or registered political party.
- If you are not sure if the gift is a political donation or not, state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) may help.

- If the gift is a political donation, you will need to identify if it was received by or for an electoral committee for an electoral district. An electoral committee is a committee that is established by a registered political party to help elect a candidate in a particular electoral district.

10. When you have finished disclosing gifts made, select **Submit**.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.

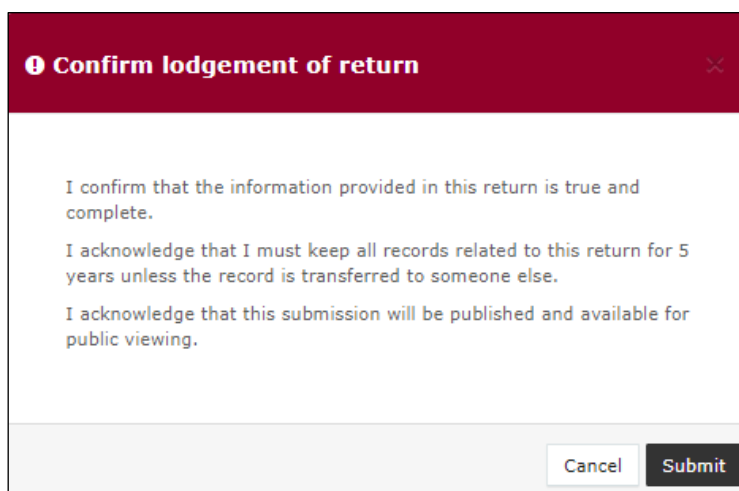


Amount ^{*} ⓘ 1000 Date made ^{*} 01/09/2024

Current Total **\$1000.00**

Submit

11. Choose **Submit** again to confirm the information in your return is accurate.



Confirm lodgement of return ✕

I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

Submit

12. Your return will appear on your My Submissions page under the **My Donor Submissions** tab. It will also display on the public Gift Map and Reports pages within 24 hours.

The screenshot shows the ECQ Donor Submissions page. The left sidebar contains navigation links: Returns, My Submissions, My Mandates, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mandates, Drafts, Reports, Gift Map, Expenditure Table, Historical Data, and Help Centre. The main content area is titled 'Donor Submissions' and includes a 'Lodge return' button. Below the title are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS' (highlighted), 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. A search bar and various filters (Complete Status, Revision Status, Status, True Source, Source type, Enabling Gift, Late Status, Gov Level, Election periods, Calendar Based Reporting Period) are present. A table displays the submission details:

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	01-12-2019 By John Smith	Gift	John Smith	Bob Flower	\$1,000.00	Actions

At the bottom, there is a 'Show 25' dropdown, an 'Apply' button, and a pagination indicator 'showing 1-1 of 1 items'.

- If the value of the gift reported is \$1,000 or more (cumulative to the same recipient), the received **Status** will display as **UNREC** (unreconciled) until the recipient lodges a corresponding return.

10. Disclosing a gift received in EDS

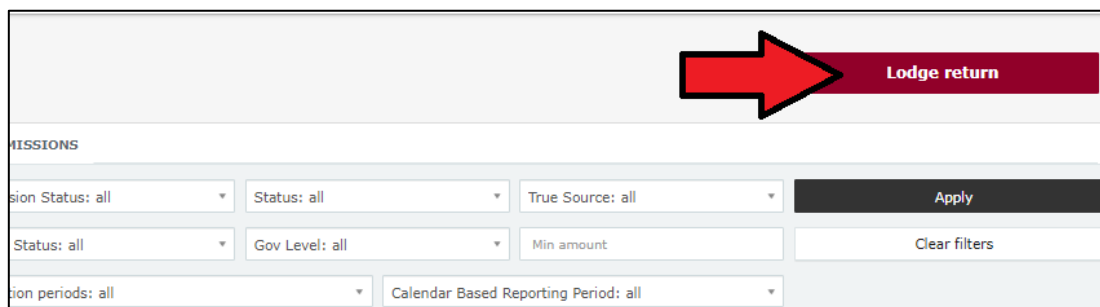
A registered third party who receives a gift of \$1,000 or more (cumulative from the same donor) is required to disclose the details of the gift in a return if they use it to incur or reimburse expenditure for a political purpose in a state general election or by-election.

Expenditure for a political purpose includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

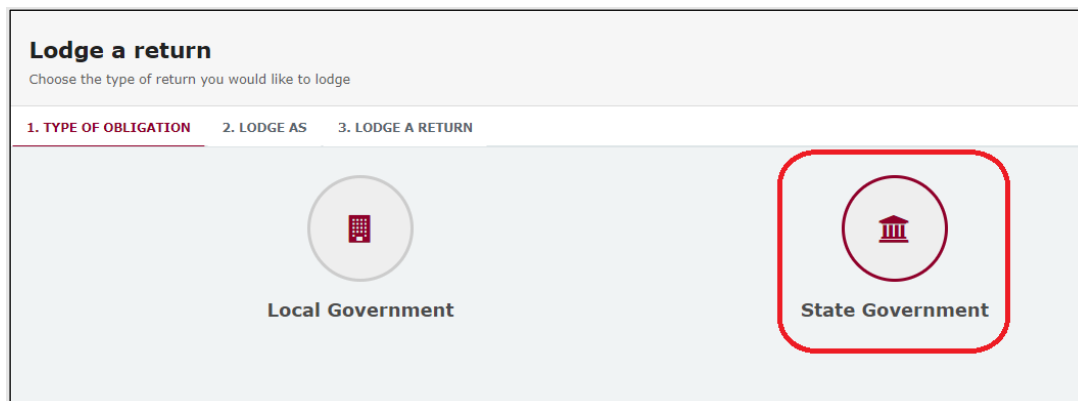
Note: Refer to the [Glossary](#) for key terms and definitions.

To lodge a return for a gift received, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.

A screenshot of the Electronic Disclosure System (EDS) interface. In the top right corner, there is a maroon button labeled "Lodge return". A large red arrow points to this button. Below the button, there is a section titled "MISSIONS" with several filter dropdowns: "Mission Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", "Reporting periods: all", and "Calendar Based Reporting Period: all". There are also "Apply" and "Clear filters" buttons.

2. Under Type of Obligation, select **State Government**.


A screenshot of the "Lodge a return" screen. The title "Lodge a return" is at the top, followed by the instruction "Choose the type of return you would like to lodge". Below this, there are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active. It shows two options: "Local Government" with a building icon and "State Government" with a classical building icon. The "State Government" option is highlighted with a red rounded rectangle.


3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.


If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. **LODGE AS** 3. LODGE A RETURN


Donor/Third Party - Individual



Donor/Third Party - Organisation



Agent for an Unregistered Third Party Individual


4. Choose the **Lodge** button under **Reporting a gift (donation) received**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - INDIVIDUAL 3. **LODGE A RETURN**



Individual
Reporting a gift (donation) made before 01/07/2022
Lodge
[Learn more](#)



Individual
Reporting a gift (donation) made after 01/07/2022
Lodge
[Learn more](#)



Individual
Reporting a gift (donation) received
Lodge
[Learn more](#)

Lodge a return
Choose the type of return you would like to lodge

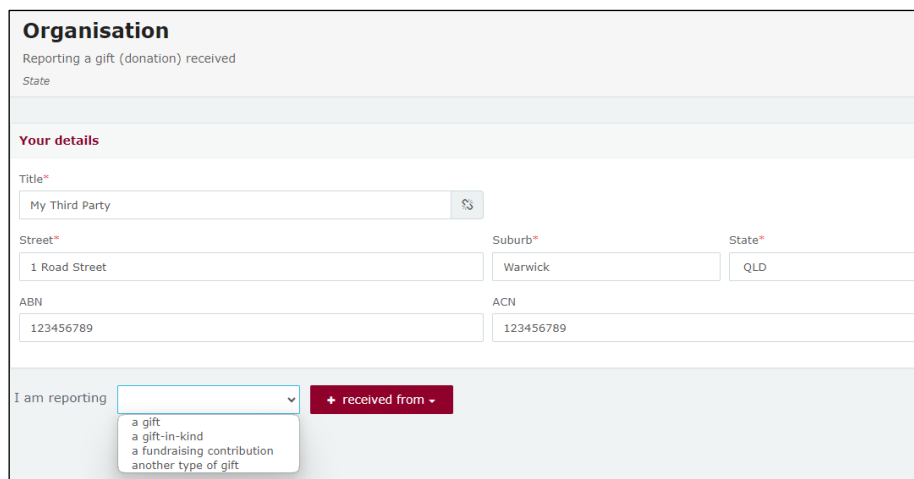
1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: DONOR/THIRD PARTY - ORGANISATION 3. **LODGE A RETURN**


Organisation
Reporting a gift (donation) made before 01/07/2022
Lodge
[Learn more](#)


Organisation
Reporting a gift (donation) made after 01/07/2022
Lodge
[Learn more](#)


Organisation
Reporting a gift (donation) received
Lodge
[Learn more](#)

5. Your details will be pre-filled. Use the **I am reporting** dropdown menu to choose the type of gift received (e.g., a gift-in-kind or a fundraising contribution).



Organisation
Reporting a gift (donation) received
State

Your details

Title*
My Third Party

Street*
1 Road Street

Suburb*
Warwick

State*
QLD

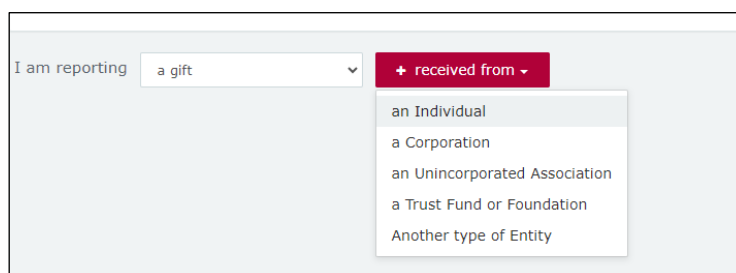
ABN
123456789

ACN
123456789

I am reporting a gift
 a gift
 a gift-in-kind
 a fundraising contribution
 another type of gift

+ received from

6. Choose the donor type from the **+ received from** dropdown menu.

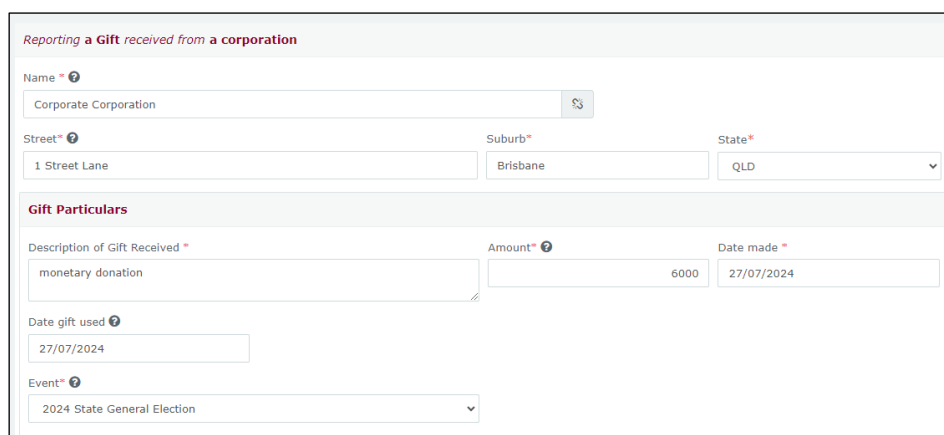


I am reporting a gift

+ received from

- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- Another type of Entity

7. Complete all mandatory fields, such as name and address of the entity giving the gift, description of gift received, amount and date made.



Reporting a Gift received from a corporation

Name*
Corporate Corporation

Street*
1 Street Lane

Suburb*
Brisbane

State*
QLD

Gift Particulars

Description of Gift Received*
monetary donation

Amount*
6000

Date made*
27/07/2024

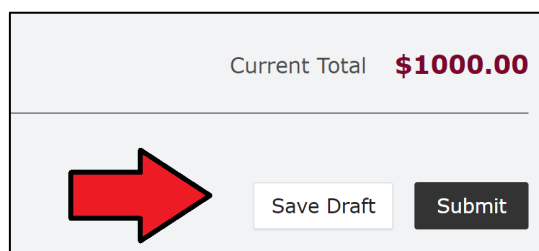
Date gift used*
27/07/2024

Event*
2024 State General Election

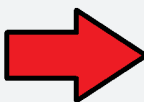
- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
- Depending on the person or entity who gave the gift, you may be required to enter additional information. State [Fact sheet 5 – Definition of gifts, loans and political donations](#) has further information about what may be required.
- Additional gifts can be disclosed by selecting options from the **I am reporting** and **+ received from** buttons at the bottom of the page and repeating the steps above.

8. When you have finished disclosing gifts received, select **Submit**.

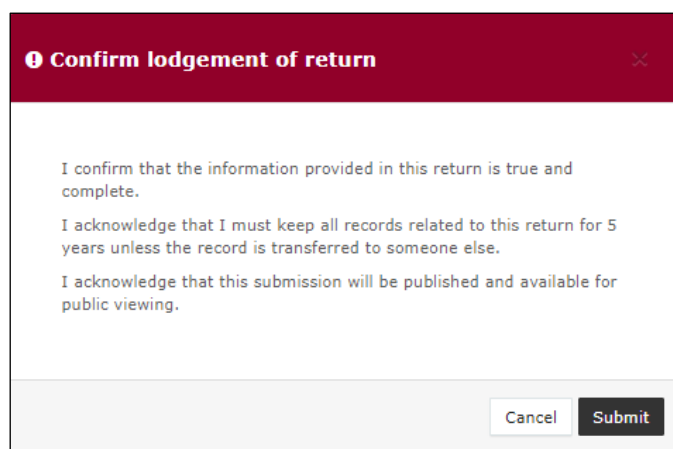
If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



Current Total **\$1000.00**



9. Choose **Submit** again to confirm the information in your return is accurate.



Confirm lodgement of return ×

I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

10. The gift received will display on the My Submissions page under the **My Recipient Submissions** tab. It will also display on the public Gift Map and Reports pages.

Recipient Submissions

View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS

MY DONOR SUBMISSIONS

MY LOAN SUBMISSIONS

MY EXPENDITURE SUBMISSIONS

Search

Q

Complete Status: all

Revision Status: all

Status: all

True Source: all

Apply

Donor type: all

Recipient type: all

Late Status: all

Gov Level: all

Min amount

Max amount

Clear filters

From

To

Election periods: all

Calendar Based Reporting Period: all

Political Donation: all

Electoral committee: ...

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
NCR	01-08-2024 By Jane Smith	Gift	John Smith	Jane Smith	\$1,000.00	NonPolitical	Actions

Show 25

Apply

showing 1-1 of 1 items

<

1

>

- The return **Status** will display as **NCR** (no corresponding return) to signify that a corresponding return from the donor is not required.



11. Submitting an election summary return

Agents of registered third parties are required to lodge an election summary return (ESR) within 15 weeks of election day.

In this return, you must disclose the total amount of electoral expenditure and gifted electoral expenditure that the registered third party incurred for the election.

Electoral expenditure can be disclosed individually (see [section 11.1](#)) or by using a bulk upload spreadsheet (see [section 11.2](#)). The bulk upload spreadsheet is recommended when there is a large number of items to disclose.

If no amounts of electoral expenditure or gifted electoral expenditure need to be disclosed for the election, please refer to [section 11.1](#) (steps 1 to 7).

Once all electoral expenditure (if any) has been entered into the ESR, the return summary must be completed (see [section 11.3](#)).

Note:

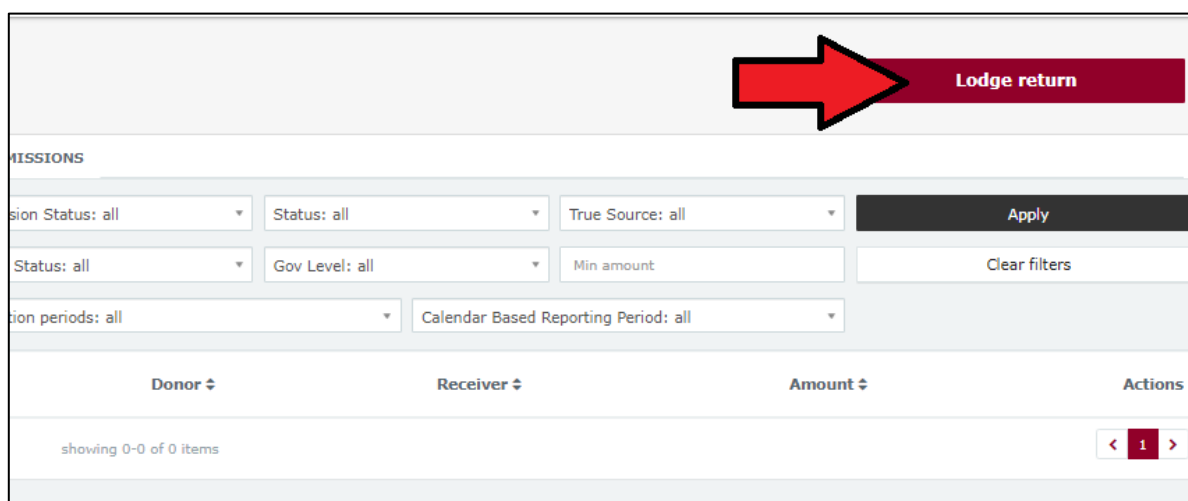
- Refer to the [Glossary](#) for key terms and definitions
- Even if no electoral expenditure was incurred or gifted for the election, an ESR must still be lodged.

11.1 Disclosing electoral expenditure individually

To disclose individual amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

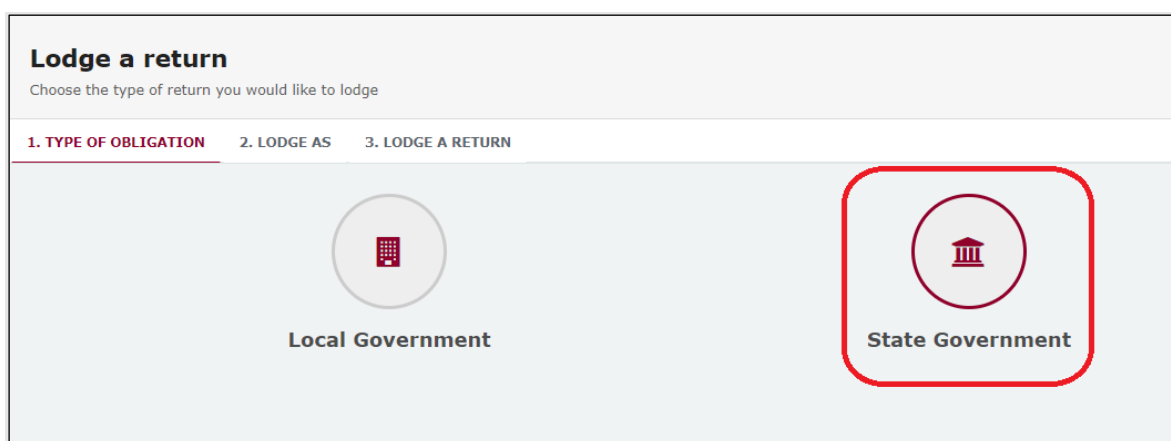
If no amounts need to be disclosed, please refer to steps 1 to 7 below.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button, there are several filter sections. The first section, labeled "MISSIONS", contains three dropdown menus: "Mission Status: all", "Status: all", and "True Source: all", followed by an "Apply" button. The second section contains two dropdown menus: "Status: all" and "Gov Level: all", followed by a "Min amount" input field and a "Clear filters" button. The third section contains two dropdown menus: "Reporting periods: all" and "Calendar Based Reporting Period: all". Below these filters is a table header with columns: "Donor", "Receiver", "Amount", and "Actions". At the bottom of the table, it says "showing 0-0 of 0 items" and a pagination control showing "1" between arrows.

2. Under Type of Obligation, select **State Government**.



The screenshot shows the "Lodge a return" screen. At the top, it says "Lodge a return" and "Choose the type of return you would like to lodge". Below this are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active. It shows two options: "Local Government" and "State Government". The "State Government" option is highlighted with a red rounded rectangle. Each option has a circular icon above it: a building icon for "Local Government" and a classical building icon for "State Government".

3. If you are lodging as or on behalf of an individual, choose **Agent for a Registered Third Party Individual**.

If you are lodging on behalf of an organisation, choose **Agent for a Registered Third Party Organisation**.

The screenshot shows the 'Lodge a return' interface. At the top, it says 'Choose the type of return you would like to lodge'. Below this is a navigation bar with three tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT', '2. LODGE AS' (which is selected and highlighted in red), and '3. LODGE A RETURN'. The main area displays five options, each with a circular icon and text: 'Donor/Third Party - Individual' (person icon), 'Agent for a Registered Third Party Individual' (person icon, highlighted with a red rounded rectangle), 'Agent for an Unregistered Third Party Individual' (person icon), 'Donor/Third Party - Organisation' (factory icon), and 'Agent for a Registered Third Party Organisation' (factory icon, highlighted with a red rounded rectangle).

4. Choose the **Lodge** button under **Submitting an election summary return**.

This screenshot shows the 'Lodge a return' screen after selecting 'Agent for a Registered Third Party Individual'. The navigation bar now shows '1. TYPE OF OBLIGATION: STATE GOVERNMENT' and '2. LODGE AS: REGISTERED' (highlighted in red). The main area features a group of three people icon, the title 'Agent for a Registered Third Party Individual', the subtitle 'Submitting an election summary return', a red 'Lodge' button, and a 'Learn more' link at the bottom. A red rounded rectangle highlights the 'Lodge' button.


This screenshot shows the 'Lodge a return' screen after selecting 'Agent for a Registered Third Party Organisation'. The navigation bar shows '1. TYPE OF OBLIGATION: STATE GOVERNMENT' and '2. LODGE AS: REGISTERED' (highlighted in red). The main area features a group of three people icon, the title 'Agent for a Registered Third Party Organisation', the subtitle 'Submitting an election summary return', a red 'Lodge' button, and a 'Learn more' link at the bottom. A red rounded rectangle highlights the 'Lodge' button.

5. You may need to select the name of your third party from the drop-down menu. The third party's address (and ABN/ACN if applicable) will auto-populate once the name is selected.



The screenshot shows a web form titled "Agent for Registered Third Party Organisation" with a sub-header "Submitting an election summary return" and a "Bulk upload" button. The form is divided into sections: "Your details" and "Third party organisation". Under "Your details", there is a text input for "Agent full name" containing "John Smith". Under "Third party organisation", there is a dropdown menu for "Third party organisation" with "Test Organisation Pty Ltd" selected, and a text input for "Address" containing "1 Eagle St, Brisbane, QLD 4000". Below these, there are text inputs for "ABN" and "ACN" with the value "123456789".

6. Using the **Event** dropdown menu, make sure the correct election is chosen.



The screenshot shows the "Events" section of the form. It has a heading "Events" and a label "Event *". Below the label is a dropdown menu with "2024 State General Election" selected.

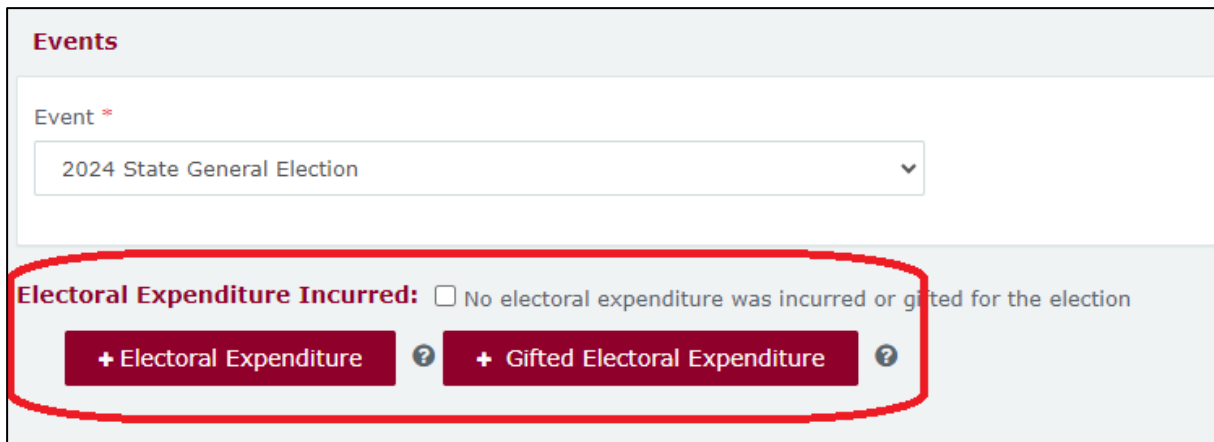
7. If your third party did not incur any electoral expenditure or gifted electoral expenditure, check the **No electoral expenditure was incurred or gifted for the election** box. Then choose **Next** and proceed to [section 11.3 - Completing the return summary](#).

Otherwise, skip to step 8 below.



The screenshot shows the "Events" section of the form. It has a heading "Events" and a label "Event *". Below the label is a dropdown menu with "2024 State General Election" selected. Below the dropdown menu is a checkbox labeled "Electoral Expenditure Incurred: No electoral expenditure was incurred or gifted for the election". The checkbox is checked. To the right of the checkbox is a red arrow pointing left. To the right of the checkbox are two buttons: "Save Draft" and "Next". A red arrow points down to the "Next" button.

8. To disclose an item of expenditure, choose **+ Electoral expenditure** or **+ Gifted electoral expenditure** depending on the type of expenditure incurred.



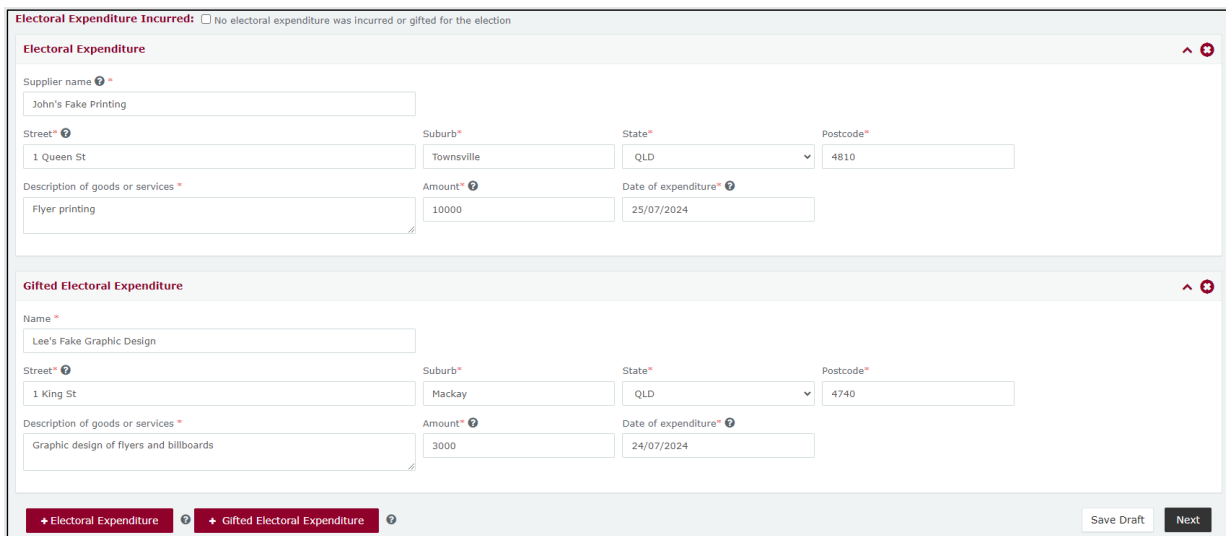
Events

Event *
2024 State General Election

Electoral Expenditure Incurred: ☐ No electoral expenditure was incurred or gifted for the election

+ Electoral Expenditure ? **+ Gifted Electoral Expenditure** ?

9. Enter all mandatory electoral expenditure or gifted electoral expenditure information such as supplier name and address, description of goods or services, amount and date.



Electoral Expenditure Incurred: ☐ No electoral expenditure was incurred or gifted for the election

Electoral Expenditure

Supplier name *
John's Fake Printing

Street*
1 Queen St

Suburb*
Townsville

State*
QLD

Postcode*
4810

Description of goods or services *
Flyer printing

Amount*
10000

Date of expenditure*
25/07/2024

Gifted Electoral Expenditure

Name *
Lee's Fake Graphic Design

Street*
1 King St

Suburb*
Mackay

State*
QLD

Postcode*
4740

Description of goods or services *
Graphic design of flyers and billboards

Amount*
3000

Date of expenditure*
24/07/2024

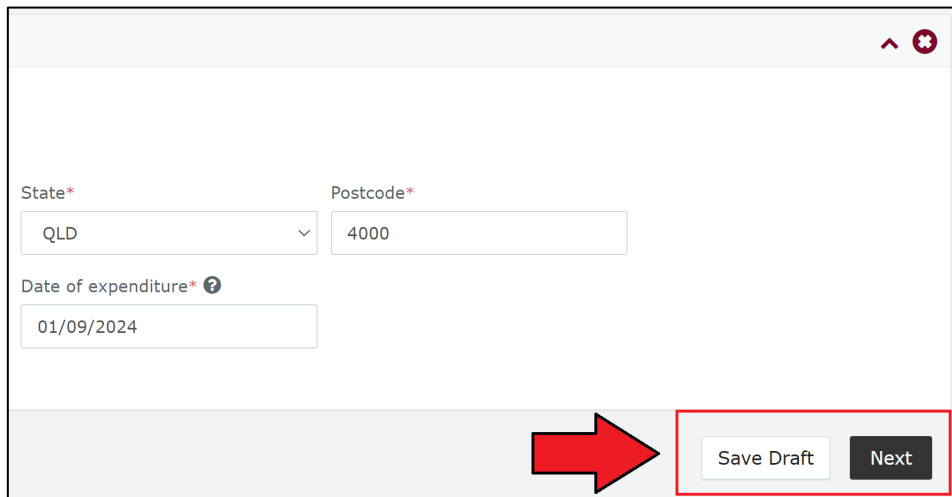
+ Electoral Expenditure ? **+ Gifted Electoral Expenditure** ?

Save Draft Next

- Select **+ Electoral Expenditure** or **+ Gifted Electoral Expenditure** at the bottom of the page to enter additional items.

10. Once you have entered all items, you can choose the **Next** button in the lower right-hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



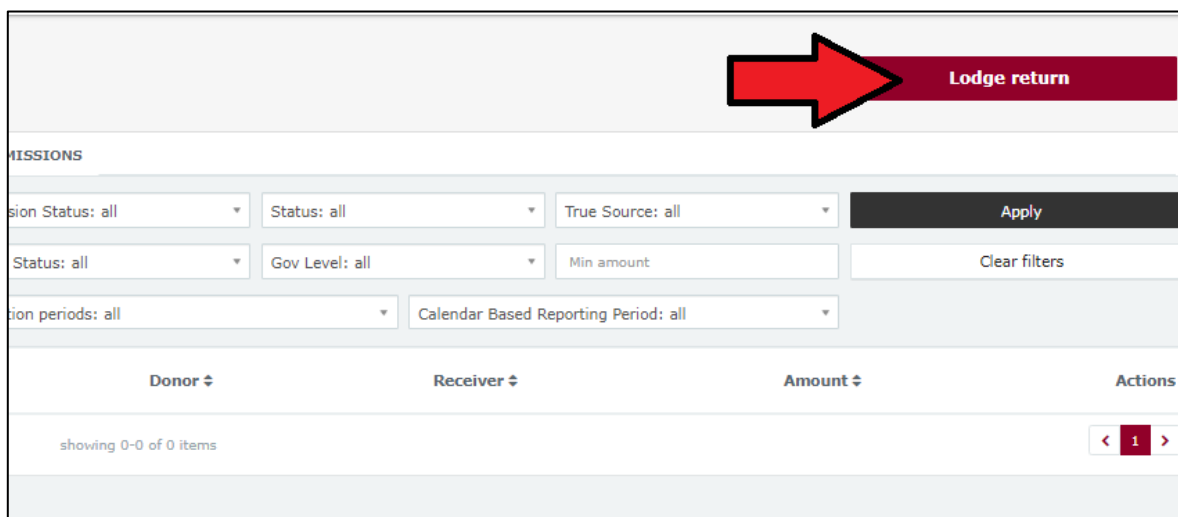
The screenshot shows a form with three input fields: 'State*' with a dropdown menu showing 'QLD', 'Postcode*' with the value '4000', and 'Date of expenditure*' with the value '01/09/2024'. At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A red arrow points to the 'Next' button, which is also highlighted by a red rectangular box.

11. Skip to [section 11.3 – Completing the return summary](#) to finalise your ESR.

11.2 Disclosing electoral expenditure using a bulk upload spreadsheet

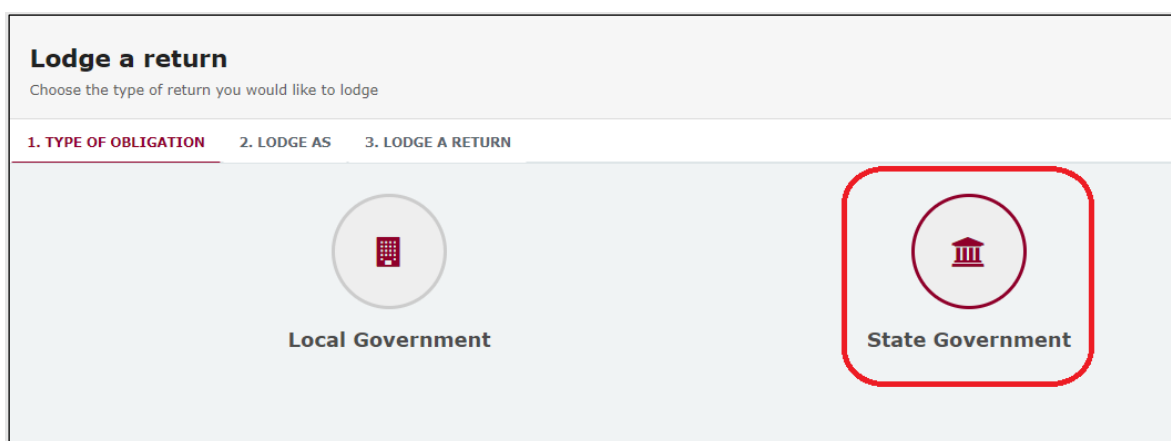
To disclose multiple amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the EDS interface. In the top right corner, there is a maroon button labeled "Lodge return". A large red arrow points to this button. Below the button, there are several filter sections. The first section is labeled "MISSIONS" and contains three dropdown menus: "Mission Status: all", "Status: all", and "True Source: all", followed by an "Apply" button. The second section contains two dropdown menus: "Status: all" and "Gov Level: all", followed by a "Min amount" input field and a "Clear filters" button. The third section contains two dropdown menus: "Reporting periods: all" and "Calendar Based Reporting Period: all". Below these filters is a table with columns: "Donor", "Receiver", "Amount", and "Actions". The table currently shows "showing 0-0 of 0 items".

2. Under Type of Obligation, select **State Government**.



The screenshot shows the "Lodge a return" screen. At the top, it says "Lodge a return" and "Choose the type of return you would like to lodge". Below this, there are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active. It shows two options: "Local Government" and "State Government". The "State Government" option is highlighted with a red rounded rectangle. The "Local Government" option is represented by a building icon, and the "State Government" option is represented by a classical building icon.

3. If you are lodging as or on behalf of an individual, choose **Agent for a Registered Third Party Individual**.

If you are lodging on behalf of an organisation, choose **Agent for a Registered Third Party Organisation**.

The screenshot shows the 'Lodge a return' interface. At the top, it says 'Choose the type of return you would like to lodge'. Below this are three tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT', '2. LODGE AS' (which is selected and underlined in red), and '3. LODGE A RETURN'. Under the '2. LODGE AS' tab, there are five options arranged in a 2x2 grid with a fifth option centered below. Each option has a circular icon with a red symbol and a text label. The options are: 'Donor/Third Party - Individual' (person icon), 'Agent for a Registered Third Party Individual' (person icon, highlighted with a red rounded rectangle), 'Agent for an Unregistered Third Party Individual' (person icon), 'Donor/Third Party - Organisation' (factory icon), and 'Agent for a Registered Third Party Organisation' (factory icon, highlighted with a red rounded rectangle).

4. Choose the **Lodge** button under **Submitting an election summary return**.

This screenshot shows the 'Lodge a return' screen after selecting 'Agent for a Registered Third Party Individual'. The header 'Lodge a return' and the instruction 'Choose the type of return you would like to lodge' are at the top. Below are two tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT' and '2. LODGE AS: REGISTERED' (selected). A large circular icon with a red group of people is centered. Below it, the text 'Agent for a Registered Third Party Individual' is displayed, followed by 'Submitting an election summary return'. At the bottom, there is a red 'Lodge' button and a 'Learn more' link. A red rounded rectangle highlights the 'Agent for a Registered Third Party Individual' section.

This screenshot shows the 'Lodge a return' screen after selecting 'Agent for a Registered Third Party Organisation'. The header 'Lodge a return' and the instruction 'Choose the type of return you would like to lodge' are at the top. Below are two tabs: '1. TYPE OF OBLIGATION: STATE GOVERNMENT' and '2. LODGE AS: REGISTERED' (selected). A large circular icon with a red group of people is centered. Below it, the text 'Agent for a Registered Third Party Organisation' is displayed, followed by 'Submitting an election summary return'. At the bottom, there is a red 'Lodge' button and a 'Learn more' link. A red rounded rectangle highlights the 'Agent for a Registered Third Party Organisation' section.

5. You may need to select the name of your third party from the drop-down menu. The third party's address (and ABN/ACN if applicable) will auto-populate once the name is selected.

Agent for Registered Third Party Organisation + Bulk upload ▾

Submitting an election summary return

State

Your details

Agent full name*

John Smith

Third party organisation *

Test Organisation Pty Ltd

Address *

1 Eagle St, Brisbane, QLD 4000

ABN

ACN

123456789

6. Using the **Event** dropdown menu, make sure the correct election is chosen.

Events

Event *

2024 State General Election ▾

7. Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.

Organisation + Bulk upload ▾

→

Download template

Upload template

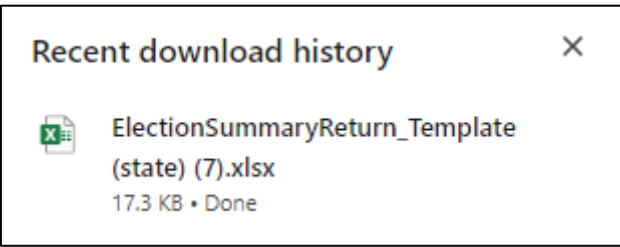
Address *

1 Eagle St, Brisbane, QLD 4000

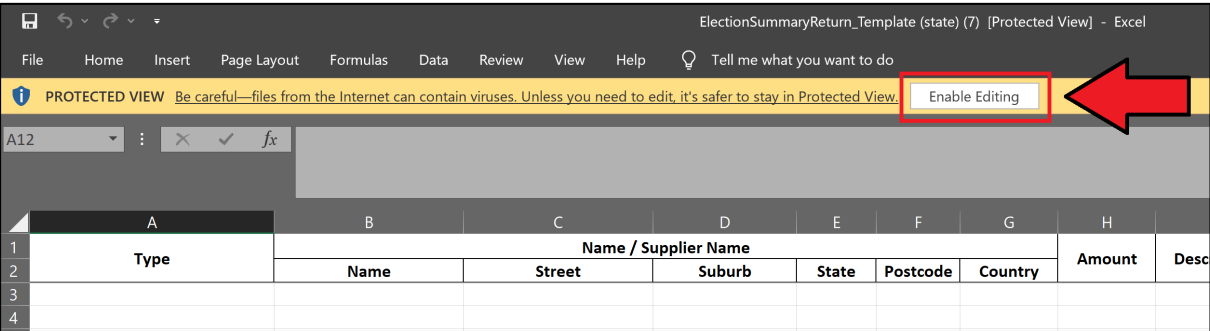
ACN

123456789

8. Open the excel file from your recent downloads.



9. Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).



10. Enter all mandatory fields in the spreadsheet.

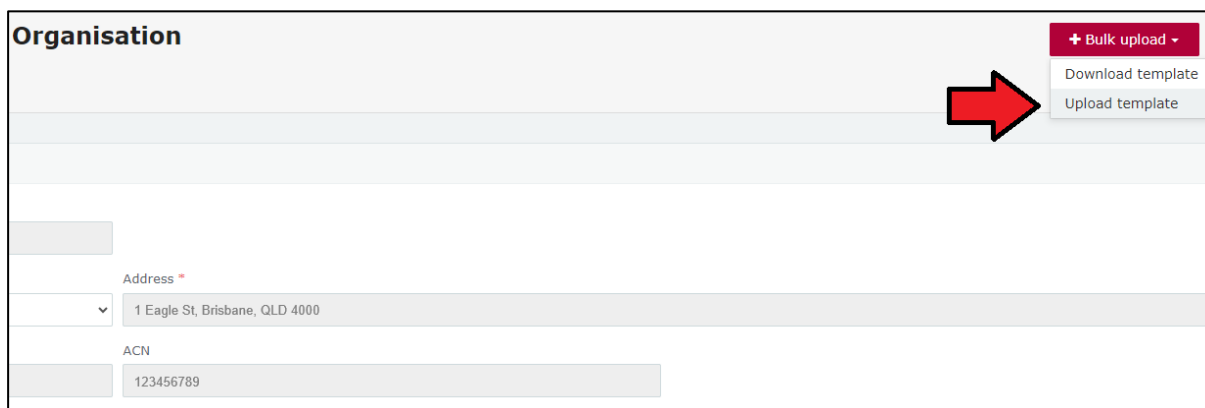
Type	Name / Supplier Name						Amount	Description of goods or services	Date of expenditure
	Name	Street	Suburb	State	Postcode	Country			
Electoral Expenditure	Printer Shop Y	1 Queen St	Mount Isa	QLD	4825		\$4,500.00	Printed flyers for mailouts	7/07/2024
Gifted Electoral Expenditure	Printer Shop T	1 Print St	Brisbane	QLD	4000		\$3,000.00	Printed business cards	10/08/2024

- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.
- **Country** is only required for overseas addresses.

Handy tip! To save time, download the bulk upload template at the beginning of your election spending and complete it as expenditure is incurred.

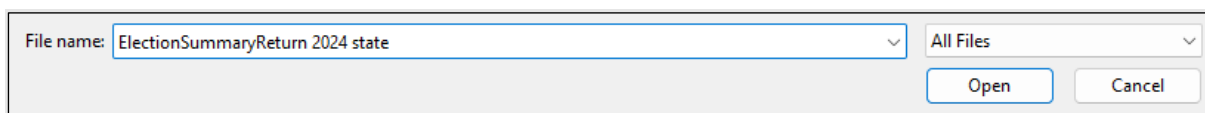
11. Save the file to a safe location on your device.

12. Return to EDS and use the **+ Bulk upload** dropdown menu to choose **Upload template**.



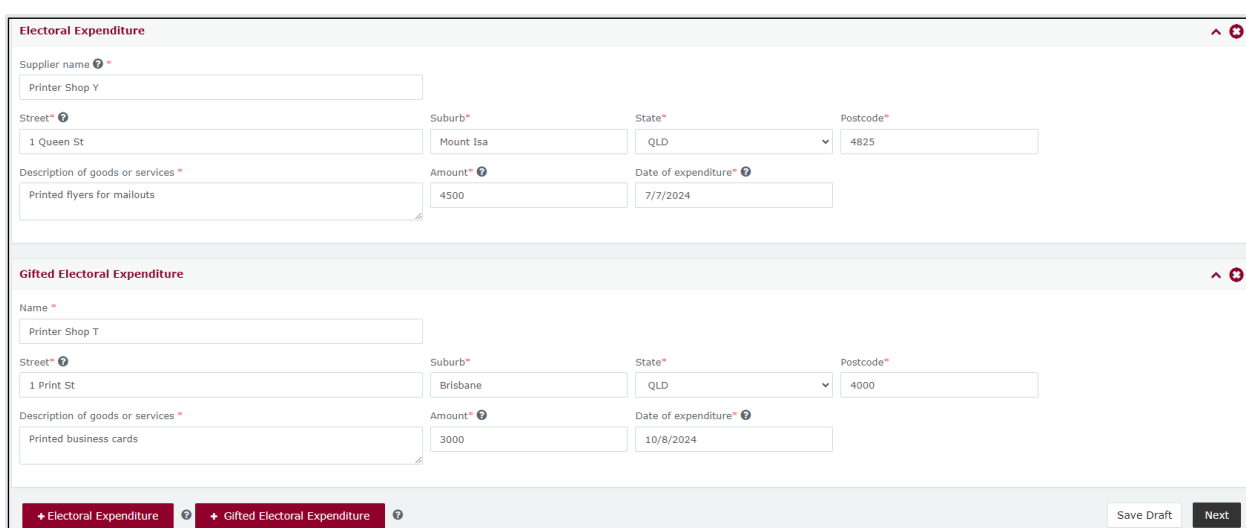
The screenshot shows the 'Organisation' form. At the top right, there is a red button labeled '+ Bulk upload'. A red arrow points to this button. Below the button is a dropdown menu with two options: 'Download template' and 'Upload template'. The form fields include: 'Address' (1 Eagle St, Brisbane, QLD 4000), 'ACN' (123456789), and a 'Printer Shop Y' field.

13. Select the bulk upload spreadsheet from where it is saved on your computer.



The screenshot shows a file selection dialog box. The 'File name' field contains 'ElectionSummaryReturn 2024 state'. The 'All Files' dropdown is selected. The 'Open' button is highlighted.

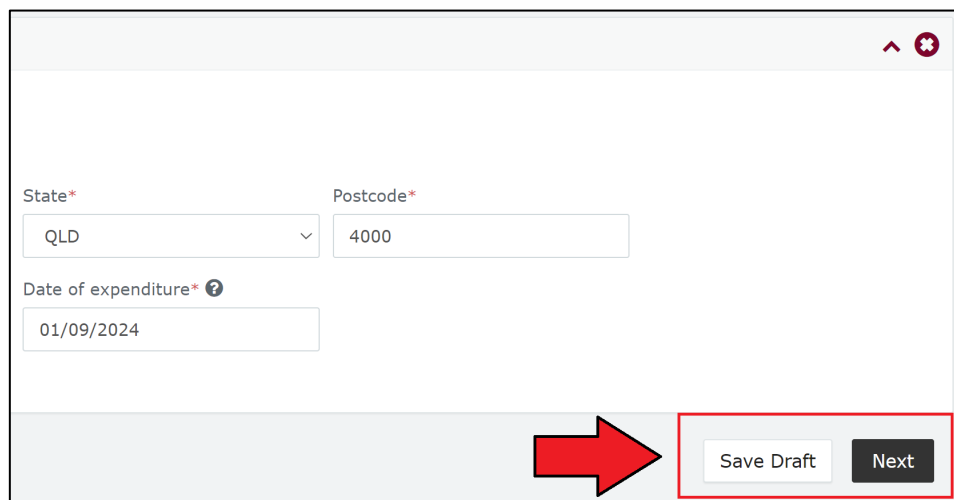
14. The items of electoral expenditure and gifted electoral expenditure will populate the page. Check to make sure there are no missing fields or errors.



The screenshot shows two forms: 'Electoral Expenditure' and 'Gifted Electoral Expenditure'. The 'Electoral Expenditure' form has fields for: Supplier name (Printer Shop Y), Street (1 Queen St), Suburb (Mount Isa), State (QLD), Postcode (4825), Description of goods or services (Printed flyers for mailouts), Amount (4500), and Date of expenditure (7/7/2024). The 'Gifted Electoral Expenditure' form has fields for: Name (Printer Shop T), Street (1 Print St), Suburb (Brisbane), State (QLD), Postcode (4000), Description of goods or services (Printed business cards), Amount (3000), and Date of expenditure (10/8/2024). At the bottom, there are buttons for '+ Electoral Expenditure', '+ Gifted Electoral Expenditure', 'Save Draft', and 'Next'.

15. If you are finished adding items of electoral expenditure, you can choose the **Next** button in the lower right hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



The screenshot shows a web form with three input fields: 'State*' (a dropdown menu showing 'QLD'), 'Postcode*' (a text box containing '4000'), and 'Date of expenditure*' (a date picker showing '01/09/2024'). At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A large red arrow points from the left towards these buttons, which are also enclosed in a red rectangular box. The form is set against a light gray background with a white header area.

16. Continue to [section 11.3 – Completing the return summary](#) to finalise your ESR.

11.3 Completing the return summary

The return summary page displays a summary of all electoral expenditure and gifted electoral expenditure disclosed on the previous page.

To complete the return summary section and lodge your ESR, please use the following instructions.


1. Check to ensure the **Total Gifted Electoral Expenditure** and **Total Electoral Expenditure Incurred** accurately reflect your own records.

Return summary	
Gifted Electoral Expenditure	Electoral Expenditure Incurred
Amount \$2,701.00	Amount \$2,600.00
Gifted Electoral Expenditure Reported 2	Electoral Expenditure Reported 2
Total Gifted Electoral Expenditure \$2,701.00	Total Electoral Expenditure Incurred \$2,600.00

2. In the **Bank Statement** section, select **Upload Files** to upload a bank statement from the third party's state campaign bank account.

Bank Statement

You are required to upload a bank statement for the Third Party's State campaign account, covering the entire reporting period. If you do not have this statement ready, save this return in draft, and complete your return once you have the bank statement. Your return is not complete until you submit a bank statement.

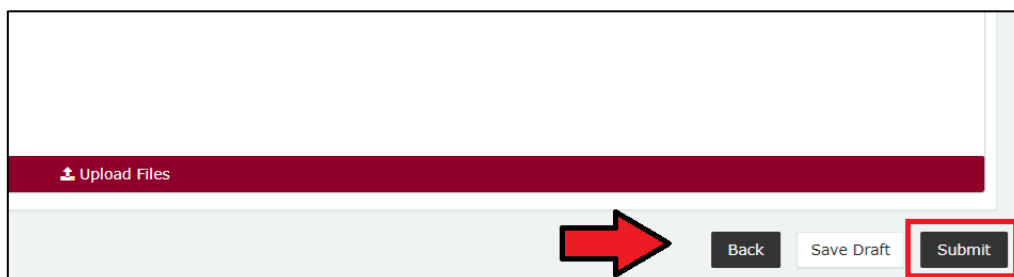

State
campaign
account
bank

Upload Files

- Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for each file.
- The bank statement must cover the start of the capped expenditure period for the election or the earliest date on which electoral expenditure was incurred.

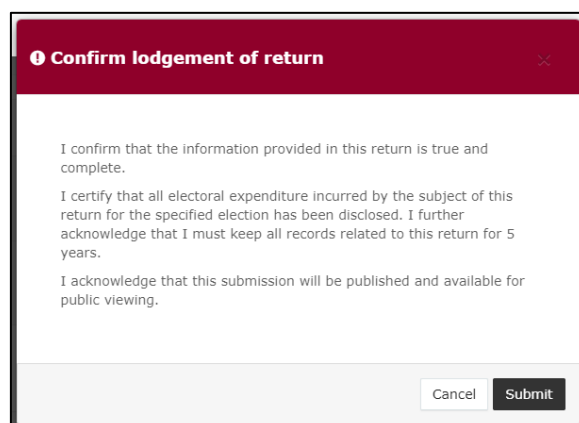
3. Choose **Submit** to lodge your ESR in EDS.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.

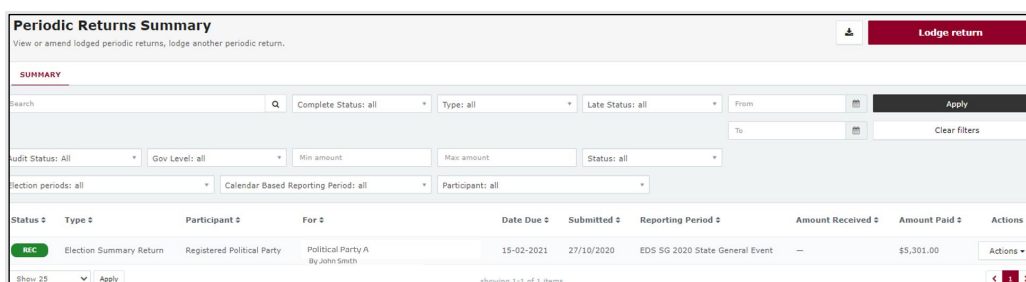



- If no amounts were disclosed, the button will appear as **Submit Nil Return**.

4. Review the **Confirm lodgement of return** message and choose **Submit**.



5. Once submitted, the ESR will be visible on the **Periodic Returns Summary** page and the public **Reports** page.



- 
- If you realise you have made an error after submitting your return, please refer to [section 12 – Amending a return in EDS](#) for instructions on how to request an amendment.

12. Amending a return in EDS

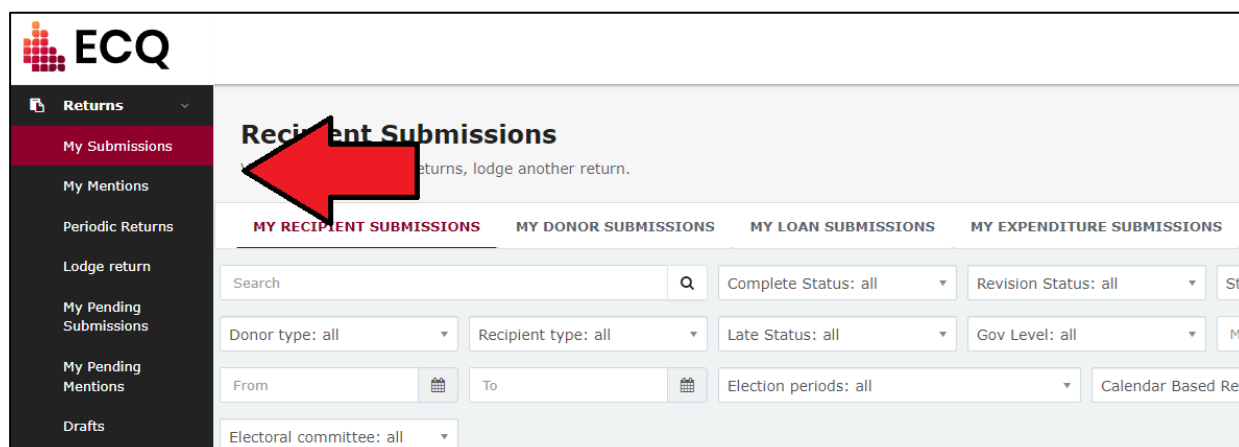
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

Existing returns are found under the side menu options as follows:

- **My Submissions**
 - **My Recipient Submissions** – displays existing returns for gifts received
 - **My Donor Submissions** – displays existing returns for gifts made
 - **My Loan Submissions** – displays existing returns for loans received
 - **My Expenditure Submissions** – displays existing returns for electoral expenditure incurred (local government only).
- **Periodic Returns** - displays existing periodic and election summary returns.

To request an amendment to a return in EDS, please use the following instructions.

1. When you are logged into EDS, select **My Submissions** or **Periodic Returns** from the left side menu.



- If required, click the relevant tab to locate your return (e.g. My Recipient Submissions).

2. Find the return you wish to amend and click the **Actions** dropdown.

Filters: Status: all, True Source: all, Apply, Gov Level: all, Min amount, Clear filters, Calendar Based Reporting Period: all

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

Page 1 of 1

3. Select **Request to amend**.

Calendar Based Reporting Period: all

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

- View
- Mark gift as returned
- Request to amend
- Request to delete

4. In the pop-up box, enter a **Reason** for amending the return and a **Description** of the change requested.

Confirm request to amend

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

Entered the wrong date gift was made.

Description

Please change date from 17/07/2023 to 15/07/2023

Attachments

Choose files No file chosen

Once your request to amend is submitted there will be no option for you to cancel your request - you will have to contact ECQ to reject your request.

- Files can be attached to support your request by selecting **Choose Files** and uploading the files from your device.

5. Choose the **Request to amend** button to submit the request.

Confirm request to amend

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

Entered the wrong date gift was made.

Description

Please change date from 17/07/2023 to 15/07/2023

Attachments

Choose files No file chosen

Once your request to amend is submitted there will be no option to cancel your request - you will have to contact ECQ to reject your request.

Request to amend

6. The return **Status** now displays as **Pending**. The return is temporarily removed from the public Gift Map and Reports page.

Recipient Submissions

View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE

Search

Complete Status: all

Source type: all

Max amount From To

Status <input type="button" value="v"/>	Date Gift Made <input type="button" value="v"/>	Type <input type="button" value="v"/>
PENDING	01-12-2019 By John Smith	Gift-In-Kind

Show 25

- You will receive an email once the amendment has been processed by ECQ.

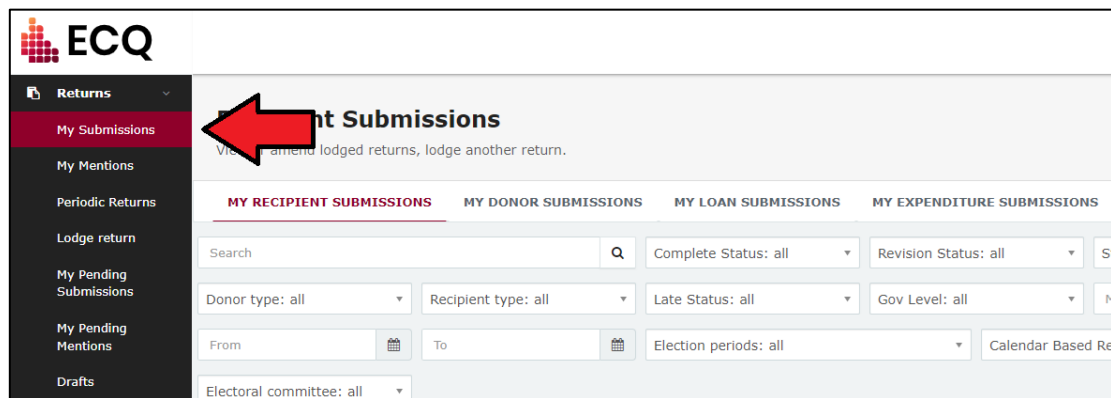
13. Mark a gift as returned in EDS

If you have lodged a return in EDS for a gift that has since been given back to the donor, you should mark the gift as returned.

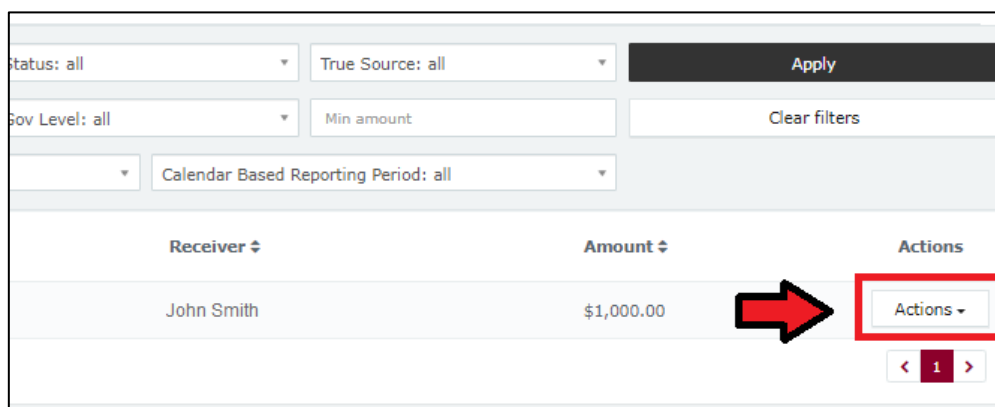
Note: Only the recipient of a gift can mark the gift as returned.

To mark a gift as returned in EDS, please use the following instructions.

1. Select **My Submissions** on the side menu.



- If required, click the **My Recipient Submissions** tab to display existing returns for gifts you have received.
2. Find the return for the gift you wish to mark as returned, then click the **Actions** dropdown.



3. Select **Mark gift as returned**.

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions ▾ View Mark gift as returned Request to amend Request to delete

4. In the pop-up box, enter the **Date returned** and an **Explanation for why the gift was returned** for your returned gift.

Confirm to mark gift as returned

Returned to*
Barbie Jackson

Date returned*
20/07/2023

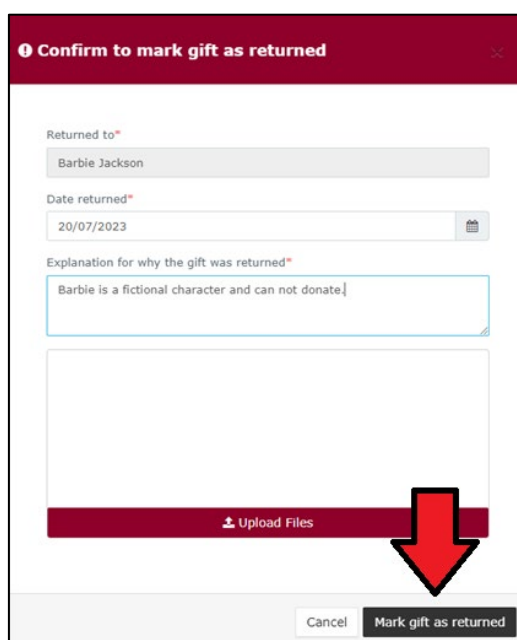
Explanation for why the gift was returned*
Barbie is a fictional character and can not donate.

Upload Files

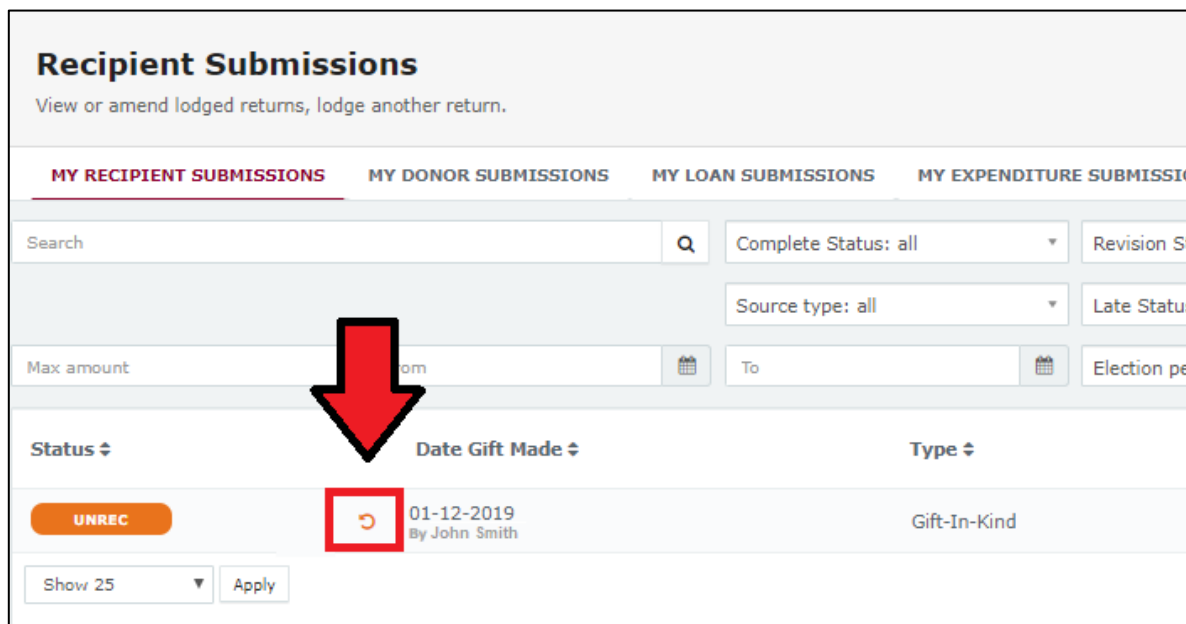
Cancel Mark gift as returned

- Files to support returned gifts can also be attached by selecting **Upload Files** and uploading from your computer.

5. Click **Mark gift as returned**.



6. A returned symbol (↺) will display next to the return to indicate its status. This symbol will also display on the public Gift Map and Reports page.



- You and the donor of the gift (if they are registered in EDS) will receive an email confirming the gift has been marked as returned.

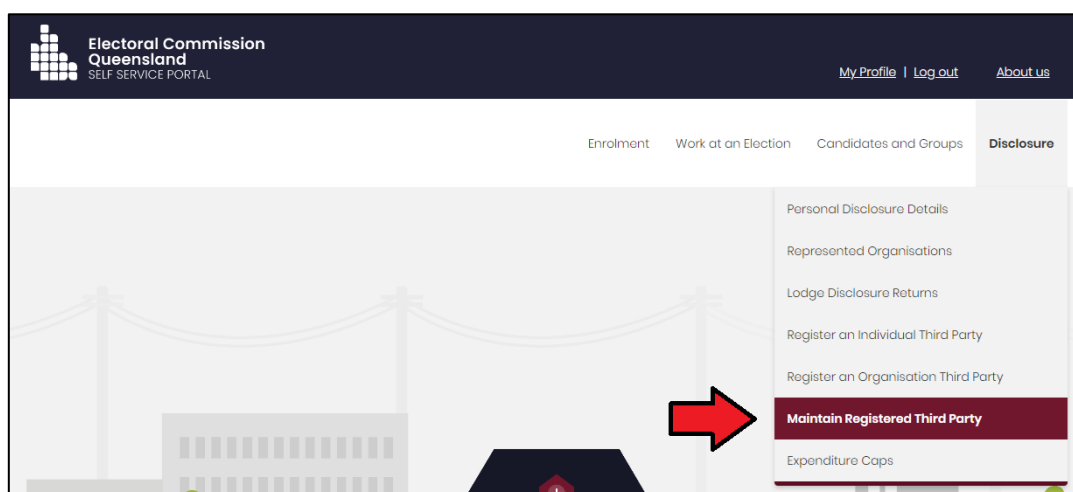
14. Deregistering a third party

The agent of a registered third party may request for the ECQ to deregister the third party for an election.

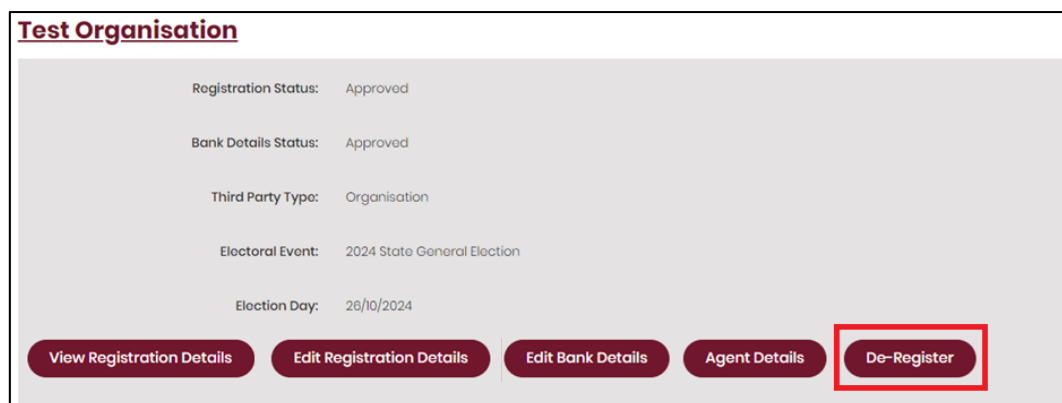
Note: The ECQ will only deregister a registered third party if it is satisfied the third party's obligations for the election have been fulfilled.

To request to deregister a third party, please use the following instructions.

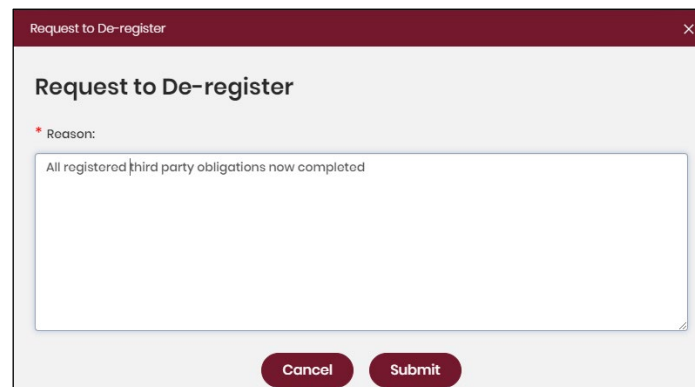
1. When logged into the Self Service Portal (selfserv.elections.qld.gov.au), select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. Select **De-Register** under the third party's name



3. In the pop-up box, enter a reason for your request to deregister the third party.
Then click **Submit**.



The screenshot shows a pop-up window titled "Request to De-register" with a close button (X) in the top right corner. The main heading inside the window is "Request to De-register". Below this, there is a label "* Reason:" followed by a text input area. The text "All registered third party obligations now completed" is entered into the input area. At the bottom of the window, there are two buttons: "Cancel" and "Submit".

4. The ECQ will email you to confirm the deregistration of your third party.